MAXIMUMPC SPECIAL

Future
BOOKAZINE

WINDOWS 10
POWER TIPS

KILLER TRICKS TO HELP YOU
MAXIMIZE YOUR PC'S PERFORMANCE

Now includes
Windows 10
Creators
update

100% UNOFFICIAL

Digital
Edition

Future

WINDOWS 10
POWER TIPS

Windows 10 may have been with us for a while, but in the last year we have seen the arrival of both the Anniversary Update and the Creators Update. Many loyal Windows users favored Windows 7 over Windows 8, and so Windows 10 sought to pick the best elements of both operating systems and it has won over users with ease. Windows 10 is brimming with settings that can be tweaked, tools that you can use to get a better performance and apps that will make using your PC a lot of fun. In this edition of Windows 10 Power Tips, we will show you everything from installing Windows 10, in-depth tutorials on how to use the Core Tools, and how to customize Windows 10 more to your liking. We hope that you enjoy this Windows 10 problem solving super guide!

WINDOWS 10
POWER TIPS

Future US, Inc.
One Lombard Street, Suite 200
San Francisco, CA 94111 (650) 872-1642
www.futureus.com

Editorial
Editor **Dan Peel**
Assistant Designer **Steve Dacombe**
Editor In Chief **Jon White**
Senior Art Editor **Andy Downes**

Production
Head of Production US & UK **Mark Constance**
HProduction Managers **Fran Twentyman, Vivienne Calvert, Nola Cokely**
Production Project Manager **Clare Scott**
Advertising Production Manager **Joanne Crosby**
Digital Editions Controller **Jason Hudson**

Business
Vice President, Sales **Stacy Gaines**
Vice President Strategic Partnerships **Isaac Ugay**
East Coast Account Director **Brandie Rushing**
East Coast Account Director **Michael Plump**
West Coast Account Director **Austin Park**
Director of Marketing **Robbie Montinola**
Director, Retail Sales **Bill Shewey**

Management
Creative Director **Aaron Asadi**
Art & Design Director **Ross Andrews**

Distributed Worldwide by
Curtis Circulation Company
730 River Road
New Milford, NJ 07646-3048
Phone: (201) 634-7400
www.curtiscirc.com

We are committed to only using magazine paper which is derived from responsibly managed, certified forestry and chlorine-free manufacture. The paper in this magazine was sourced and produced from sustainable managed forests, conforming to strict environmental and socioeconomic standards. The manufacturing paper mill holds full FSC (Forest Stewardship Council) certification and accreditation

Disclaimer

All contents © 2017 Future Publishing Limited or published under licence. All rights reserved. No part of this magazine may be used, stored, transmitted or reproduced in any way without the prior written permission of the publisher. Future Publishing Limited (company number 2008885) is registered in England and Wales. Registered office: Quay House, The Ambury, Bath BA1 1UA. All information contained in this publication is for information only and is, as far as we are aware, correct at the time of going to press. Future cannot accept any responsibility for errors or inaccuracies in such information. You are advised to contact manufacturers and retailers directly with regard to the price of products/services referred to in this publication. Apps and websites mentioned in this publication are not under our control. We are not responsible for their contents or any other changes or updates to them. This magazine is fully independent and not affiliated in any way with the companies mentioned herein.

POSTMASTER: Send address changes to PO Box 2024, Langhorne, PA 19047, USA. Ride-Along Enclosure in the following editions: None. Standard Mail Enclosure in the following editions: None. Canadian returns should be sent to IMEX Global Solutions, PO Box 25542, London, ON N6C 6B2, Canada. Future US, Inc. also publishes Maximum PC, Official Xbox Magazine, and PC Gamer.
PRODUCED IN THE UNITED STATES OF AMERICA.
SUBSCRIBER CUSTOMER SERVICE: MaclLife

Windows is a trademark of Windows Corporation, registered in the US and other countries.
Windows © 2017 Windows Inc

Maximum PC Special: Windows 10 Power Tips

© 2017 Future Publishing Limited

Future is an award-winning international media group and leading digital business. We reach more than 57 million international consumers a month and create world-class content and advertising solutions for passionate consumers online, on tablet & smartphone and in print.

Future plc is a public company quoted on the London Stock Exchange (symbol: FUTR).
www.futureplc.com

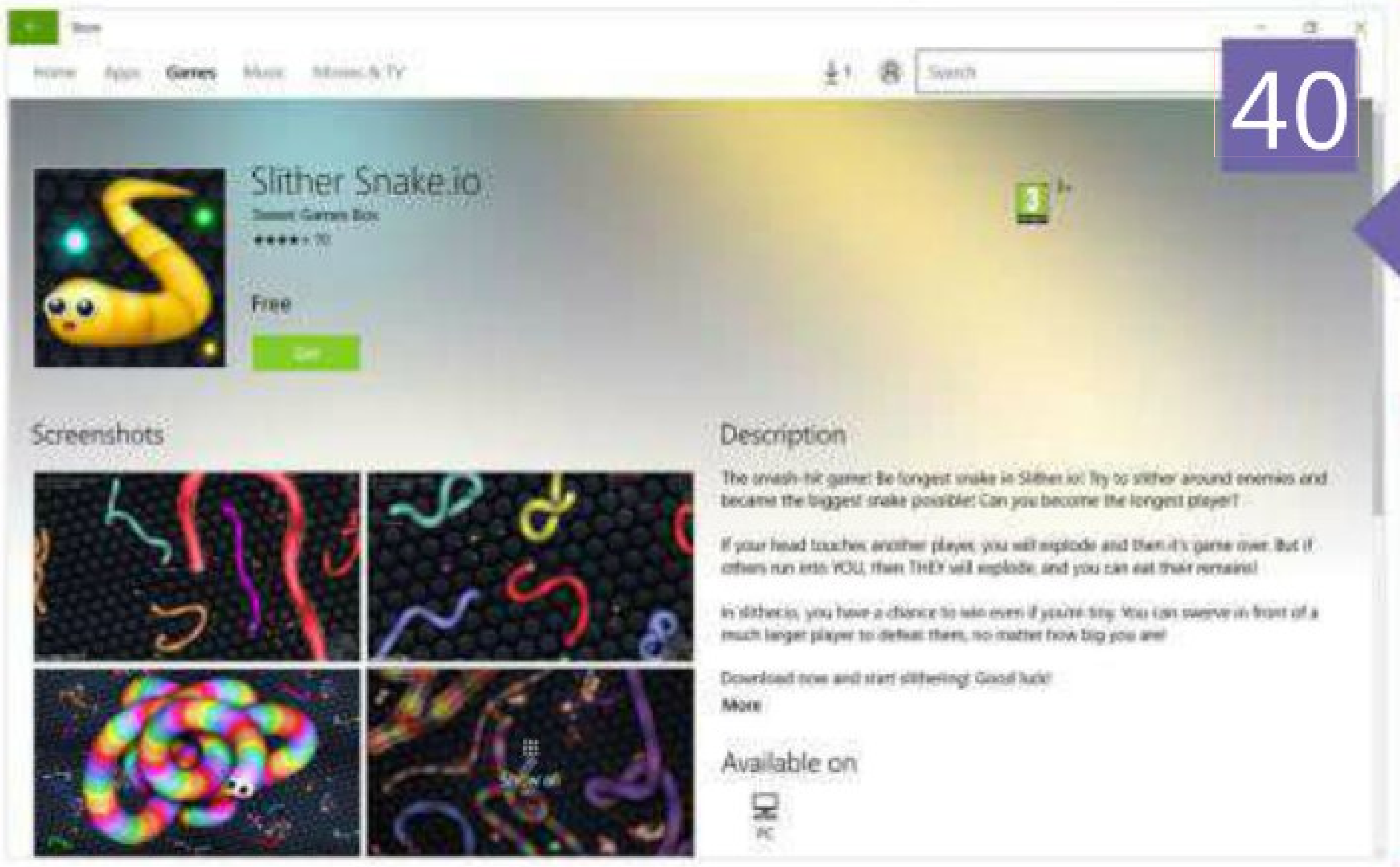
Chief executive Zillah Byng-Thorne
Non-executive chairman Peter Allen
Chief financial officer Penny Ladkin-Brand

Tel +44 (0)1225 442 244

Contents

GET SET UP WITH WINDOWS 10
Install the OS and discover all the new features

08


Store
Home
Apps
Games
Music
Movies & TV
Search
Slither Snake.io
Sweet Games Box
Free
Get
Screenshots
Show all
Available on
PC

Description

The smash-hit game! Be longest snake in Slither.io! Try to slither around enemies and became the biggest snake possible! Can you become the longest player?

If your head touches another player, you will explode and then it's game over. But if others run into YOU, then THEY will explode, and you can eat their remains!

In slither.io, you have a chance to win even if you're tiny. You can swerve in front of a much larger player to defeat them, no matter how big you are!

Download now and start slithering! Good luck!
More

40

BUY FROM THE WINDOWS STORE
How to buy and manage your Store purchases

MASTER THE FACEBOOK APP
Get to know Windows 10's bespoke social networking app

Facebook
Windows Magazine

52

Getting started

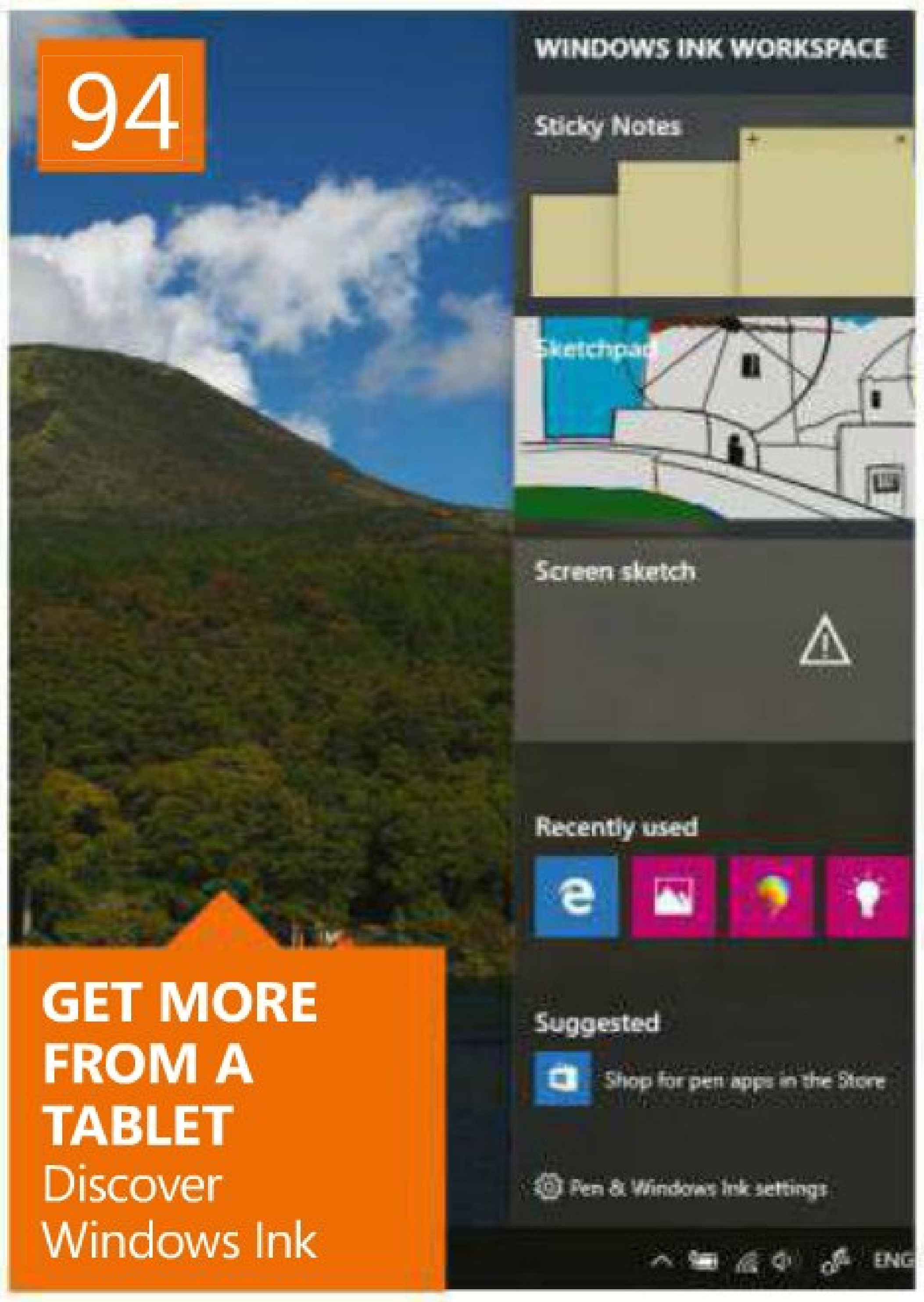
8 Get started with Windows 10

Core Tools

26 Use TaskView
28 Use the Edge browser
32 Use Windows Update
36 Do more with your PC's files
40 Buy from the Windows Store

Customize

44 Get the best from the Windows 10 Lock screen
46 Stay notified in Windows 10
50 Watch films and TV in Windows 10
52 Master the Facebook app


94
WINDOWS INK WORKSPACE
Sticky Notes
Sketchpad
Screen sketch
Recently used
Suggested
Shop for pen apps in the Store
Pen & Windows Ink settings
ENG

GET MORE FROM A TABLET
Discover Windows Ink

58
Desktop
Quick access
Creative Cloud Files
OneDrive
This PC
Control Panel
CCleaner
GeForce Experience

Folder Options

General View Search

Open File Explorer to: Quick access

Browse folders

● Open each folder in the same window
○ Open each folder in its own window

Click items as follows

○ Single-click to open an item (point to select)
○ Underline icon titles consistent with my browser
● Underline icon titles only when I point at them
● Double-click to open an item (single-click to select)

Privacy

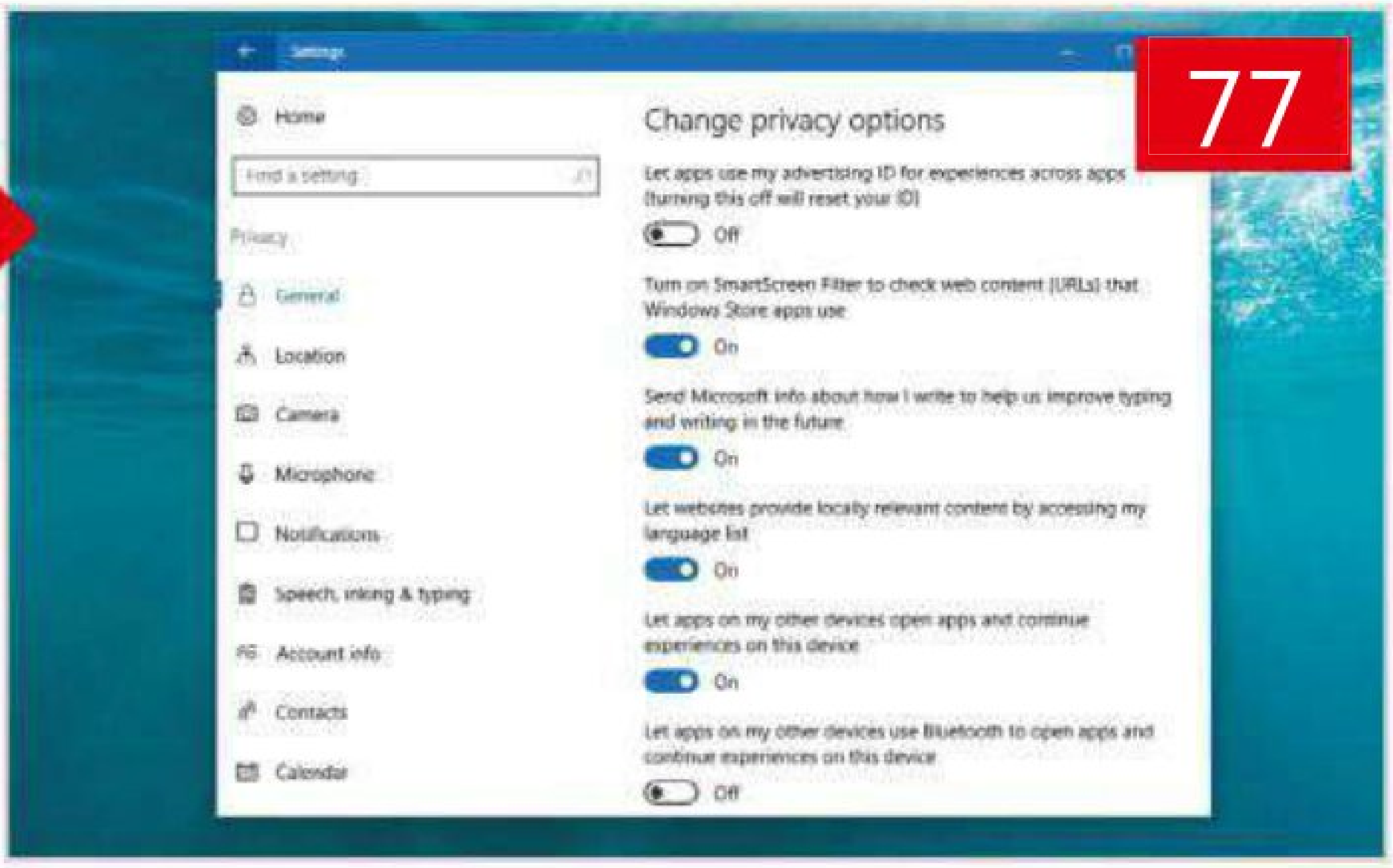
☑ Show recently used files in Quick access
☑ Show frequently used folders in Quick access

Clear File Explorer history

100 TIPS & TRICKS FOR WINDOWS 10
Master every aspect of your Windows 10 PC

MAKE A WINDOWS 10 MEDIA SERVER
Access all your precious media files anywhere

LOCK DOWN WINDOWS 10
Secure Windows the easy way with these easy tips


77
Settings
Home
Find a setting
Privacy
General
Location
Camera
Microphone
Notifications
Speech, inking & typing
Account info
Contacts
Calendar

Change privacy options

Let apps use my advertising ID for experiences across apps (turning this off will reset your ID)
Off

Turn on SmartScreen Filter to check web content (URLs) that Windows Store apps use
On

Send Microsoft info about how I write to help us improve typing and writing in the future
On

Let websites provide locally relevant content by accessing my language list
On

Let apps on my other devices open apps and continue experiences on this device
On

Let apps on my other devices use Bluetooth to open apps and continue experiences on this device
Off

Improve

58 100 tips & tricks for Windows 10
72 Customize your Windows start menu
74 Organize your media
77 Lock down Windows 10

Advanced tweaks

82 Make a Windows 10 media server
92 Share files, media and more with HomeGroups
94 Get more from a Windows tablet

> "Since its release back in July 2015 Windows 10 has proved to be a hit with PC users across the globe"

Get started with Windows 10

Since its release back in July 2015, Windows 10 has proved to be a hit with PC users across the globe, and now we have a great update over a year later...

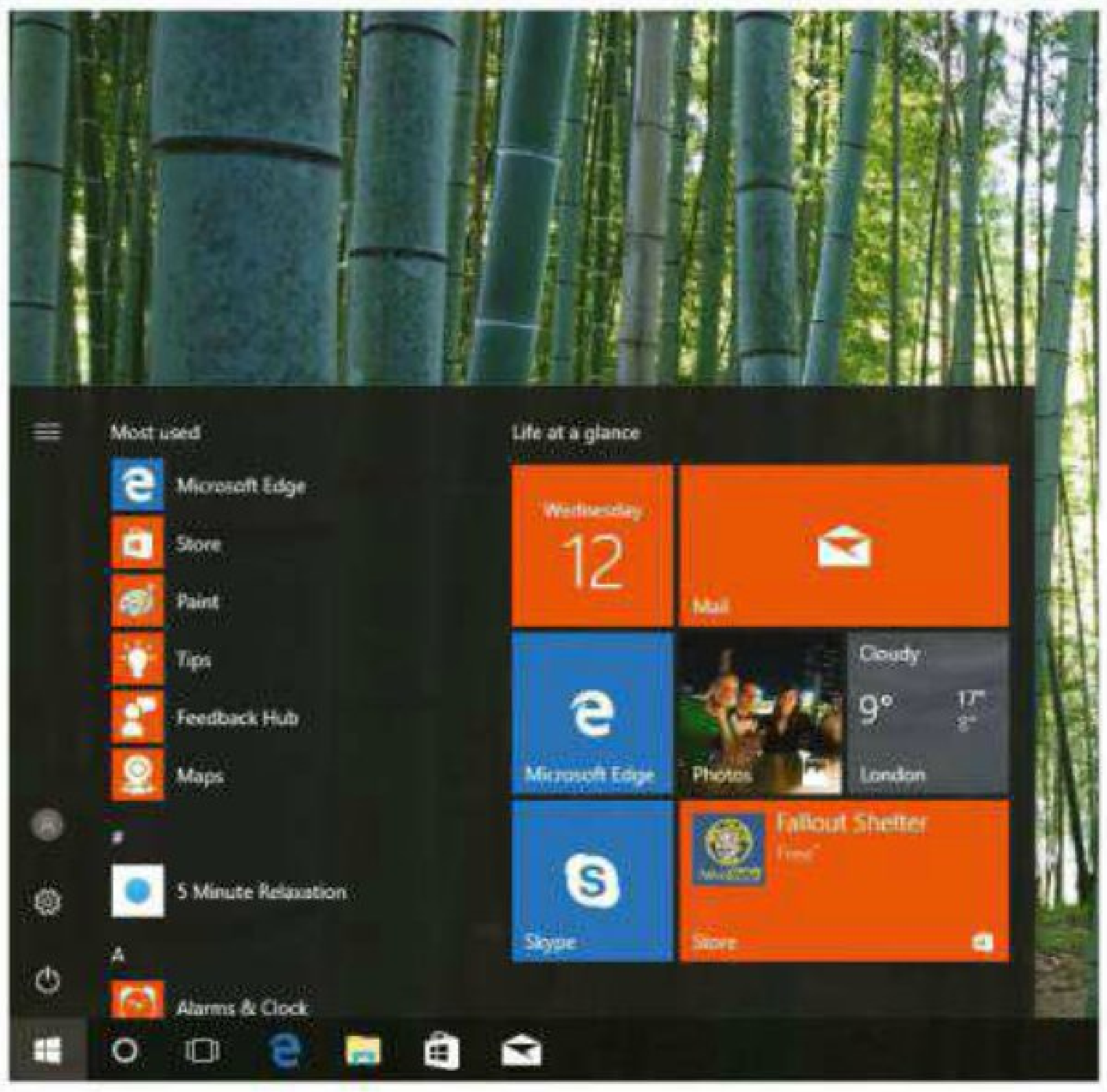
The fact that Windows 10 was offered as a free download (for the first year, anyway) has helped, but the response to new features such as the return of the Start menu and new Desktop, has also been very positive. If you have Windows 7 or Windows 8 then installing Windows 10 is pretty straightforward, it is available to purchase as a download through the Microsoft website and installing it is very simple thanks to its step-by-step guide. The whole update process can around an hour depending on the age of your computer. Naturaly, some people have been holding back, waiting to upgrade once the new system has clearly proved itself. Whether you've been waiting to see how others got on with it before you take the plunge, or whether you just took the plunge and bought yourself a Windows 10 PC, then this guide will give you everything you need.

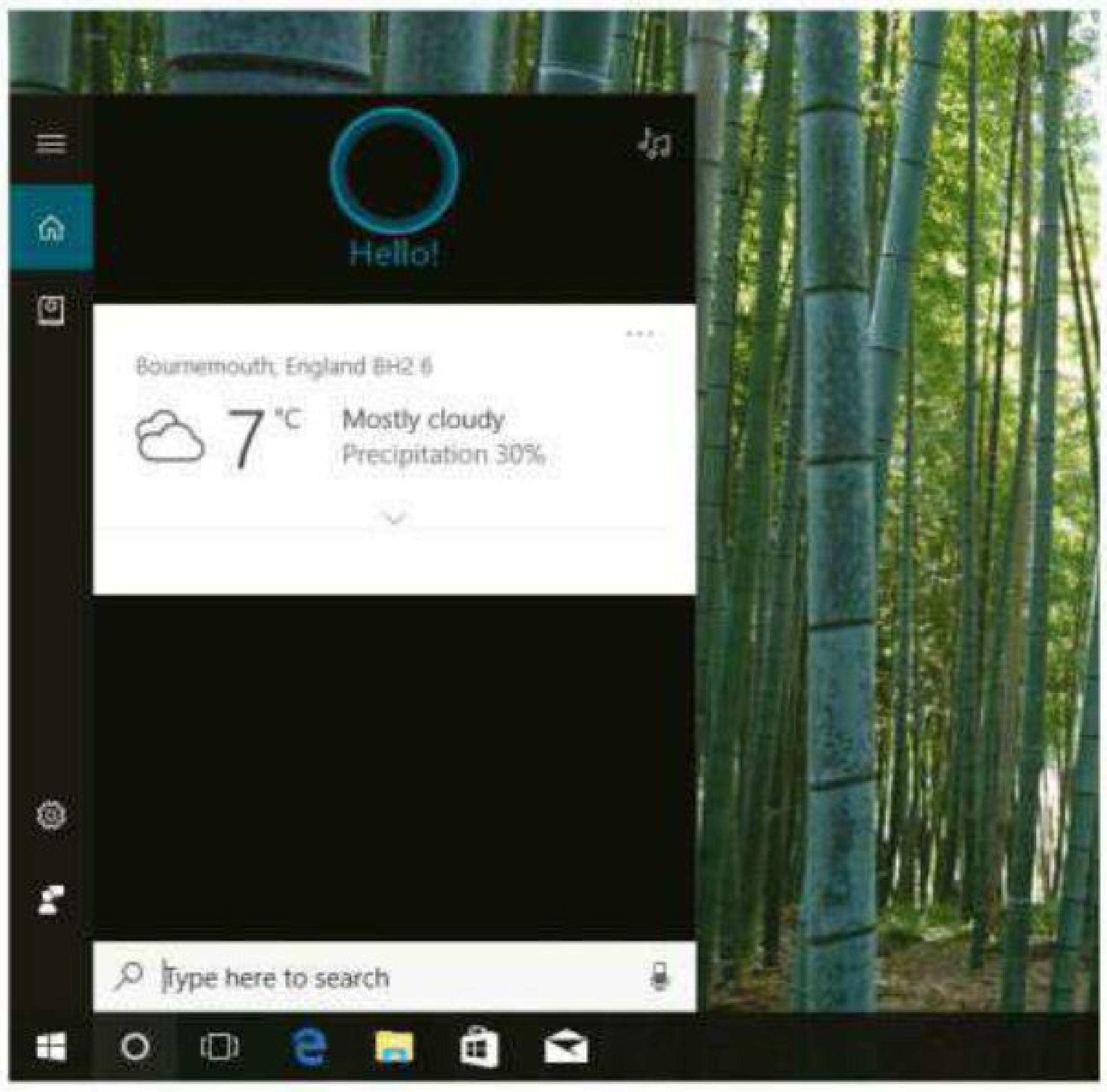
In April 2017 Windows 10 gained the Creators Update, which introduced Cortana improvements, a beefed up Xbox app, improvements and extensions to the Edge browser and a whole new creative app with Paint 3D.

Windows 10 Anniversary Update | Getting started

Windows 10: The big new features

Here's just some of the great features from the 2016 Anniversary Update


Most used
Microsoft Edge
Store
Paint
Tips
Feedback Hub
Maps
5 Minute Relaxation
Alarms & Clock
Life at a glance
Wednesday
12
Mail
Microsoft Edge
Photos
Cloudy
9°
London
Fallout Shelter
Skype
Store


Hello!
Bournemouth, England BH2 6
7 °C
Mostly cloudy
Precipitation 30%
Type here to search

1

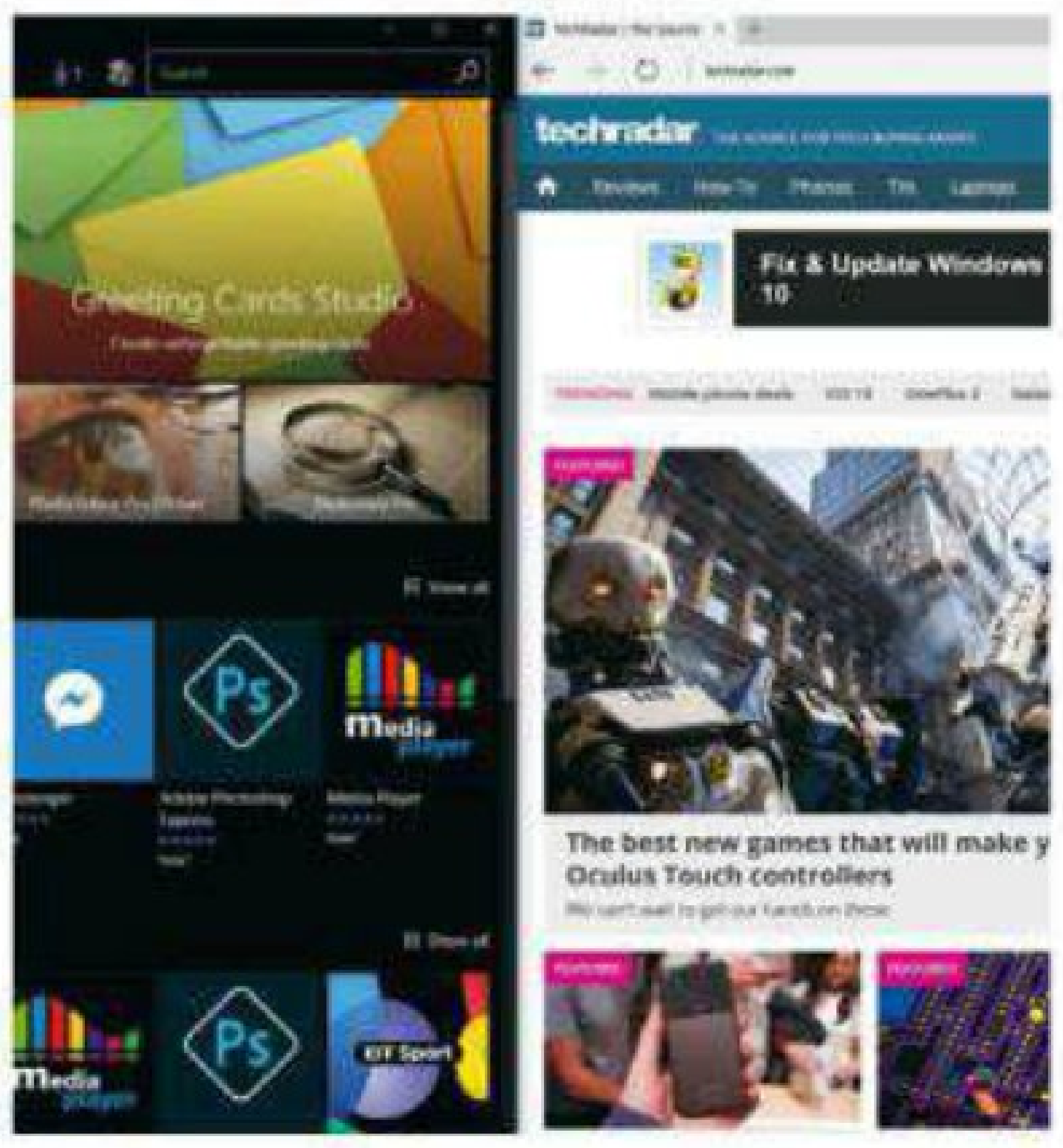
Start menu

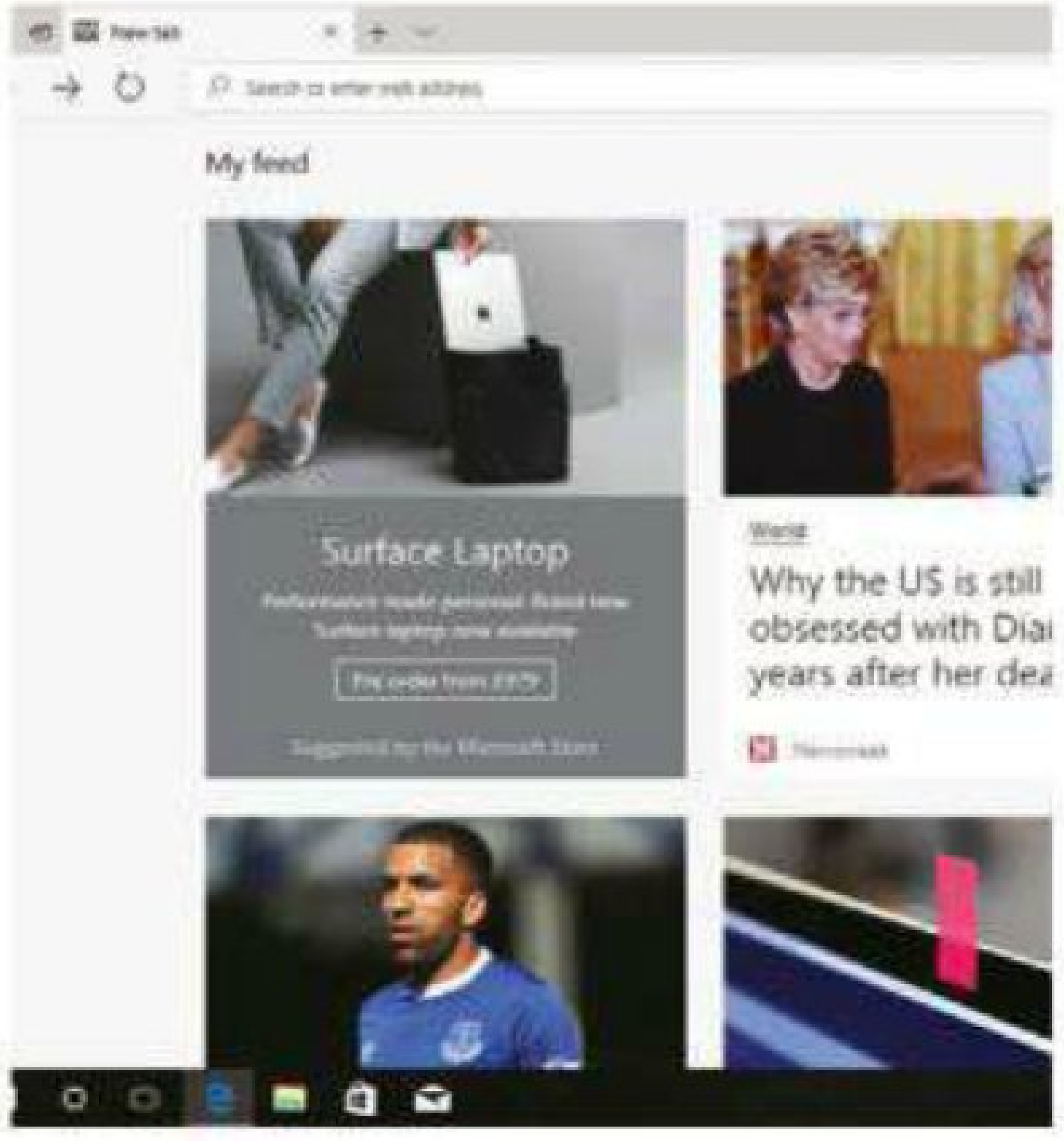
Windows 8 introduced a screen full of icons and tiles that looked more tailored to a tablet than a PC, but Windows 10 rolls back to something more usable. If you've got a tablet, there's a whole Tablet Mode too. The Anniversary update in 2016 tweaked the Start menu, all of your installed apps now appear in a list on the left for example.

2

Cortana

Microsoft's digital assistant (a rival to Apple's Siri) will search for things on your computer and the internet, add events to your calendar. She's named after a videogame character who blows up a lot of aliens, and while we can't guarantee she'll do the same on your PC, she's a handy addition to your Windows PC all the same.


Greeting Cards Studio
techradar
Fix & Update Windows 10
The best new games that will make your Oculus Touch controllers
Media player


My feed
Surface Laptop
Why the US is still obsessed with Diana years after her death

3

Snapping

Windows 10 makes app management much easier by expanding on Windows 8's 'snapping' feature. No longer limited to one thin and one fat window, you can arrange four apps across the screen and change their proportions, easily making any one full-screen with a single click when it needs your full attention.

4

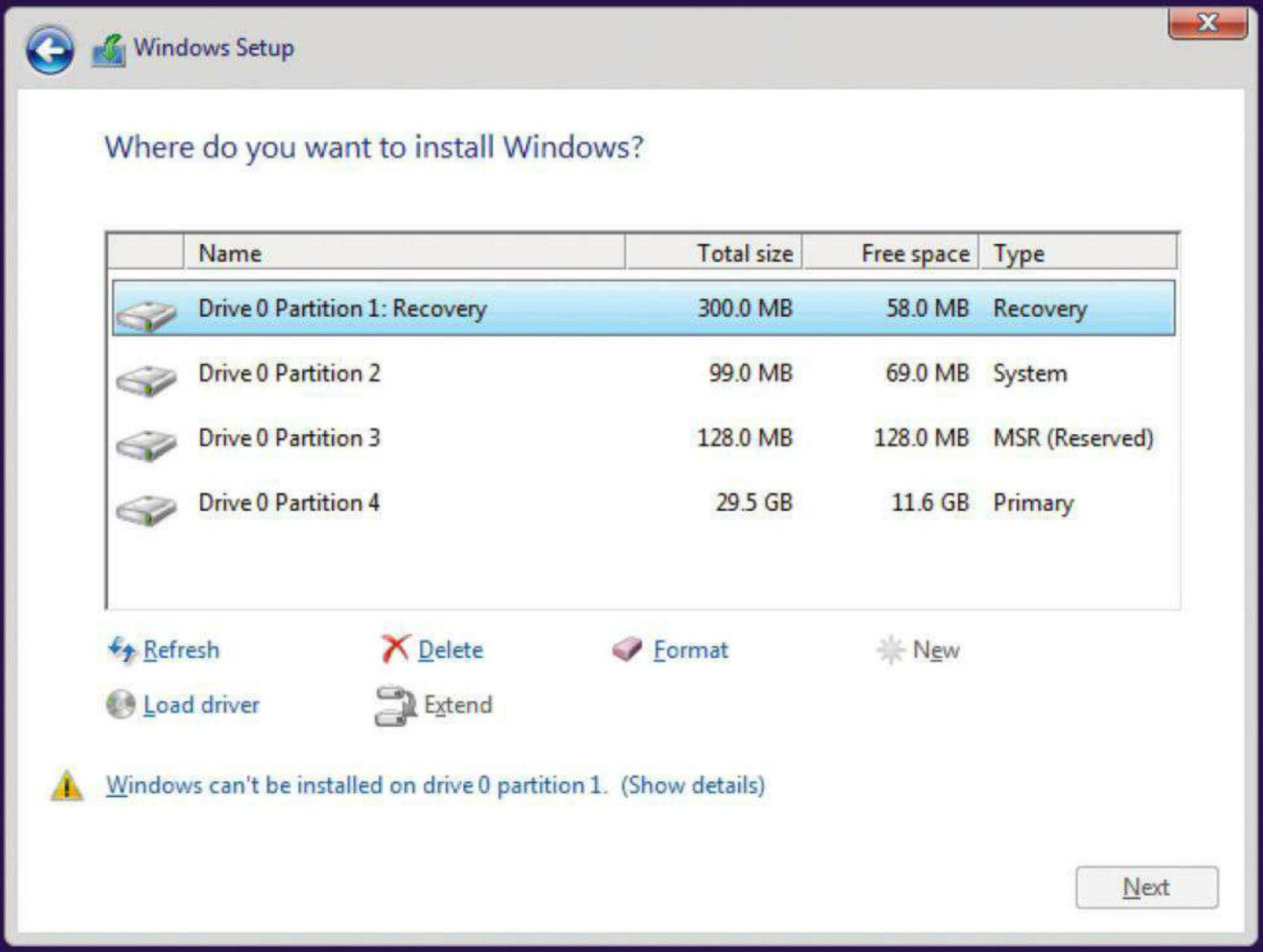
Edge

Edge is the new default browser in Windows 10, although Internet Explorer is still available and you can install the third-party browser of your choice, such as Chrome or Firefox. It brings a number of refinements, including a new rendering engine and, after 2016's Anniversary Update, supports extensions so you can customize it.

5

Continuum

If you find yourself without a PC, your Windows Phone can actually come to the rescue. As Universal Windows apps can run on any device, there's nothing to stop you plugging in a monitor through an adaptor, and using a Bluetooth mouse and keyboard with your phone to get some proper work done – now that's pretty handy!



Windows Setup

Where do you want to install Windows?

Name	Total size	Free space	Type
Drive 0 Partition 1: Recovery	300.0 MB	58.0 MB	Recovery
Drive 0 Partition 2	99.0 MB	69.0 MB	System
Drive 0 Partition 3	128.0 MB	128.0 MB	MSR (Reserved)
Drive 0 Partition 4	29.5 GB	11.6 GB	Primary

Windows can't be installed on drive 0 partition 1. (Show details)

Installing and reinstalling

Get the operating system on your PC, and refresh it if it goes wrong

The chances are that you will have Windows 10 pre-installed when you bought your new PC, but if you're building a computer from different parts or looking to reinstall the operating system after upgrading the startup disk, you'll need to install it from a DVD or downloaded disc image.

If it's a fresh system, you'll need to tinker in the motherboard BIOS to make sure it can boot from DVD or USB, so you can start the install process. A disc image is available from the Microsoft website free of charge – you only pay when the time comes to activate Windows and enter a serial number, once the trial period is up.

Downloading the disc image and either burning it onto a DVD or making into a bootable USB drive requires another computer. If you're building your only PC, then an old-fashioned DVD in a box remains the easiest method of getting Windows onto your hard drive – just make sure you have a USB disc drive or are building one into your case. This has the advantage of coming with a serial number, so you can enter it immediately and sidestep the nagging of the trial period.

If you're upgrading from an older PC, then you're going to want to transfer your documents and other files over to the new one. The simplest way to do this is to use an external hard drive, copying all the data you want to keep onto it before decommissioning your old machine, and copying them back into the Documents folder once the new machine is fully working. You can make it easier on yourself by keeping your Documents folder inside a cloud storage system such as OneDrive or Dropbox, so the files immediately sync to the new PC when you log in to your account. This isn't practical for large numbers of photos, and a large capacity external hard drive makes a good companion for modern PCs that often have a small amount of faster flash storage.

> "Ideally, your data will reside on a physically separate drive from Windows itself"

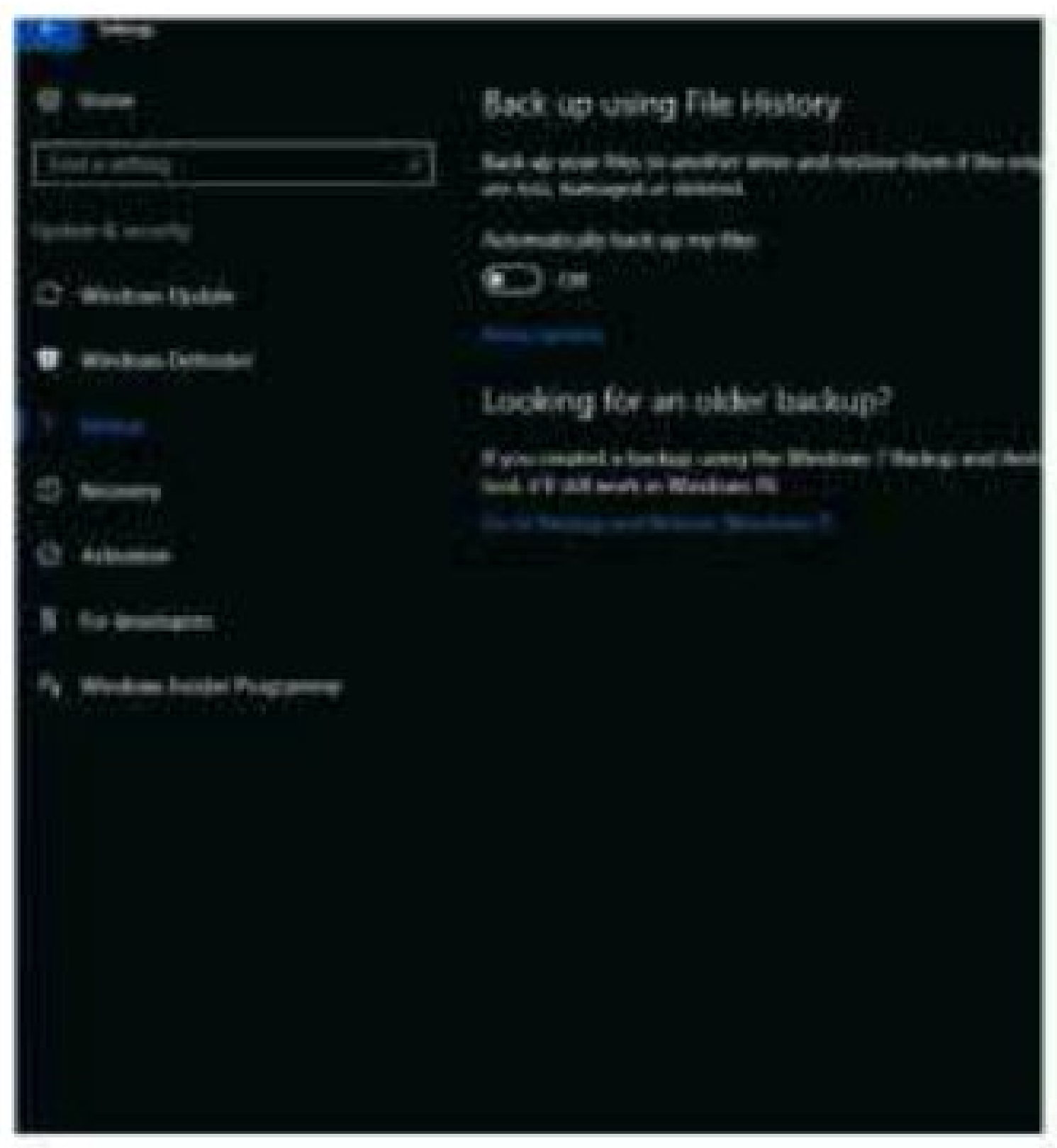
Backing up

If you want to move your entire PC to new hardware, with documents and settings intact, you can use Windows' built-in back up system, restoring from the most recent backup at a point in the Windows install process. Again, you'll need an external drive capable of holding everything that's on your PC's internal drive, and you'll need to make sure the internal drive of the new PC is large enough to hold everything too.

Make a backup

It's always better to have more than one copy of your important files

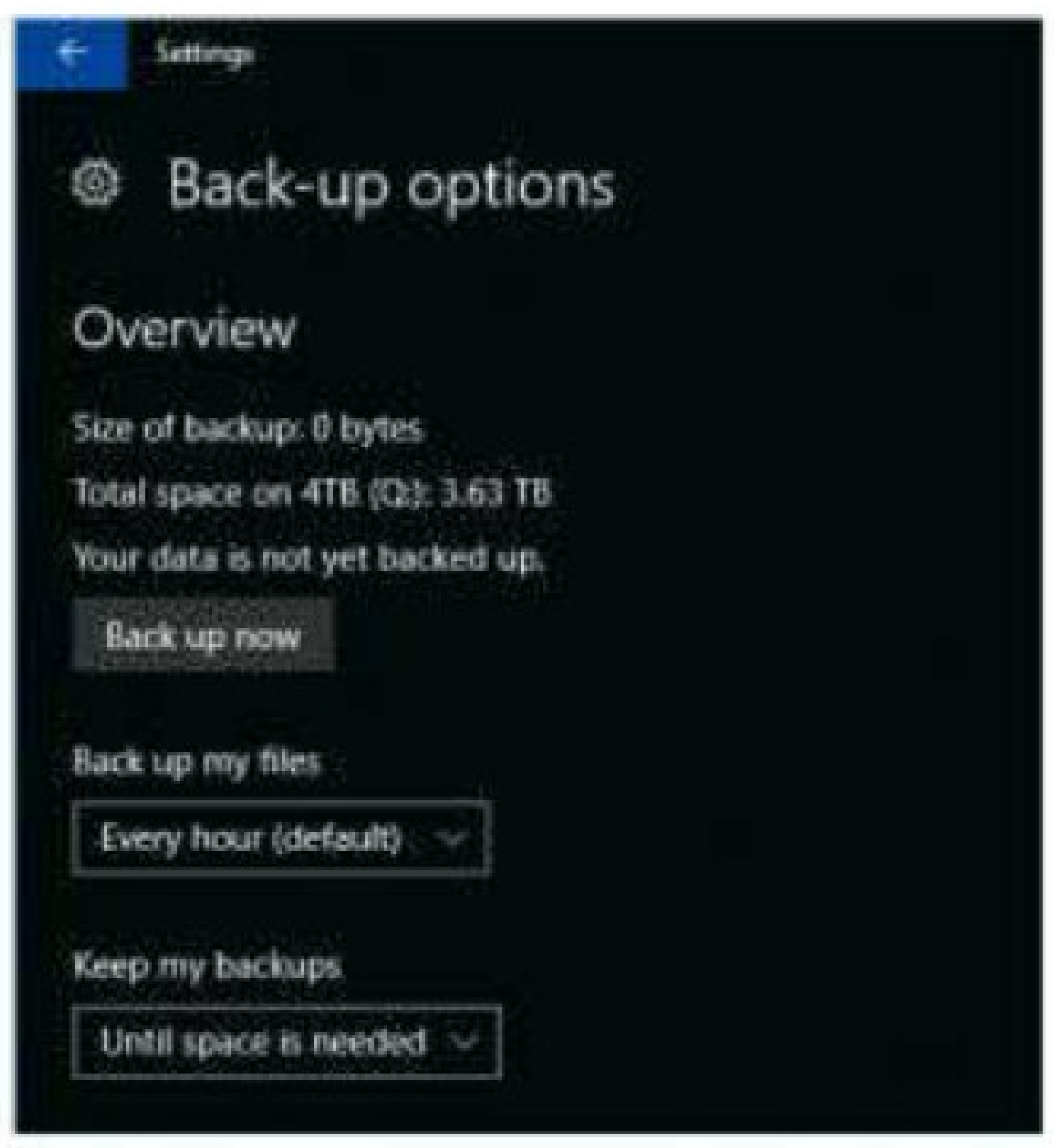
Backing up your data is a good thing to do regularly. Electronics aren't infallible, and you never know when you might find your PC dead one morning, all your precious work and photos trapped on its unresponsive hard drive. Luckily, Microsoft bundles a backup tool, File History, with Windows 10, and while it's not as complex or fully featured as third-party alternatives, it's good enough to save your data in the event of a disaster. Here's how to get started with it…


Back up using File History

Looking for an older backup?

1
Open Settings

In Windows 10, open Settings from the Start menu, then choose Update and Security > Backup. If this is your first backup, then click on Add a Drive to turn on File History and follow the wizard that will guide you through the process. When asked to choose an external drive to receive the backup, make sure it's not the one with the files already on.


Settings

Back-up options

Overview

Size of backup: 0 bytes

Total space on 4TB (Q:): 3.63 TB

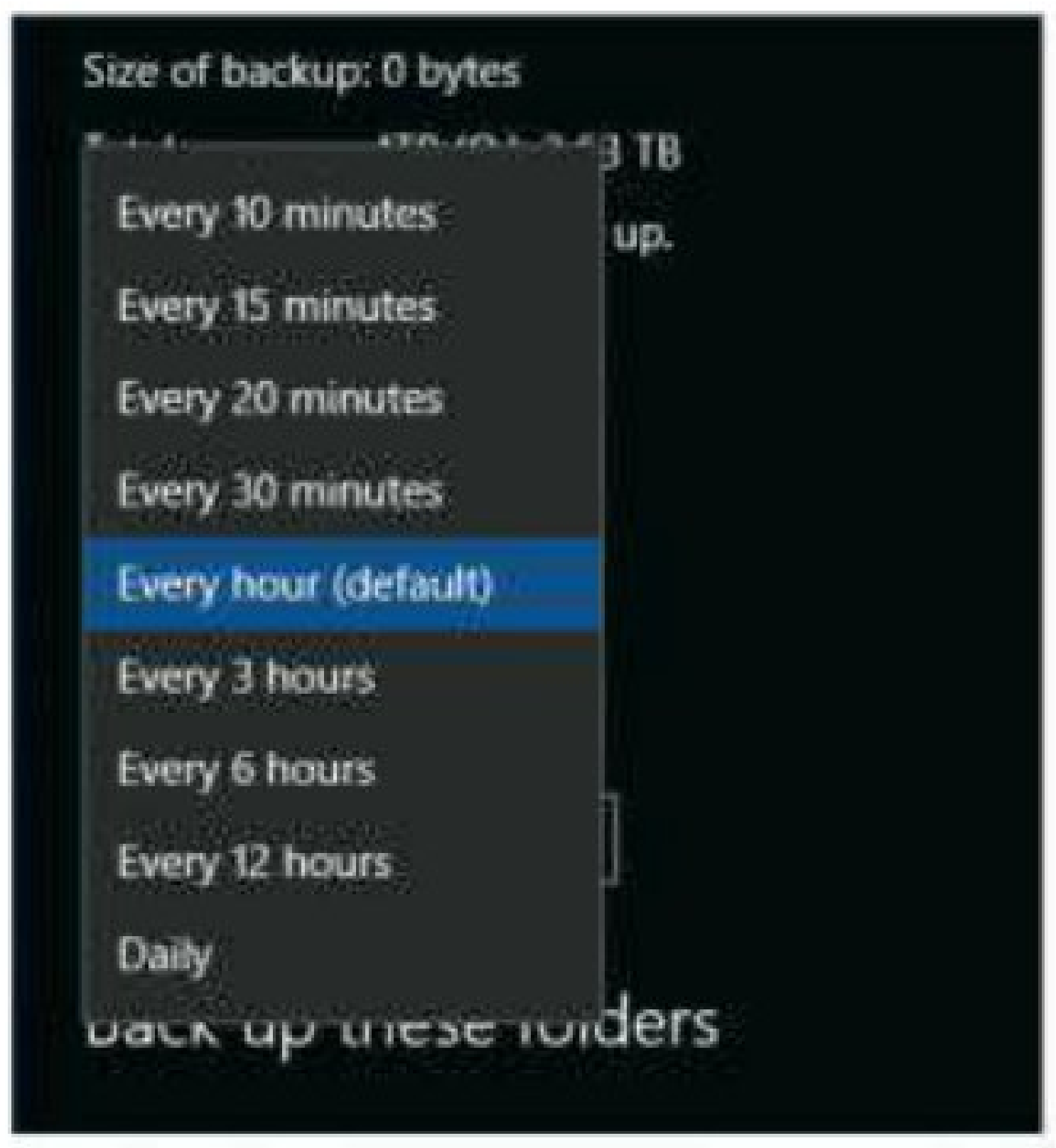
Your data is not yet backed up.

Back up my files: Every hour (default)

Keep my backups: Until space is needed

2
Make it automatic

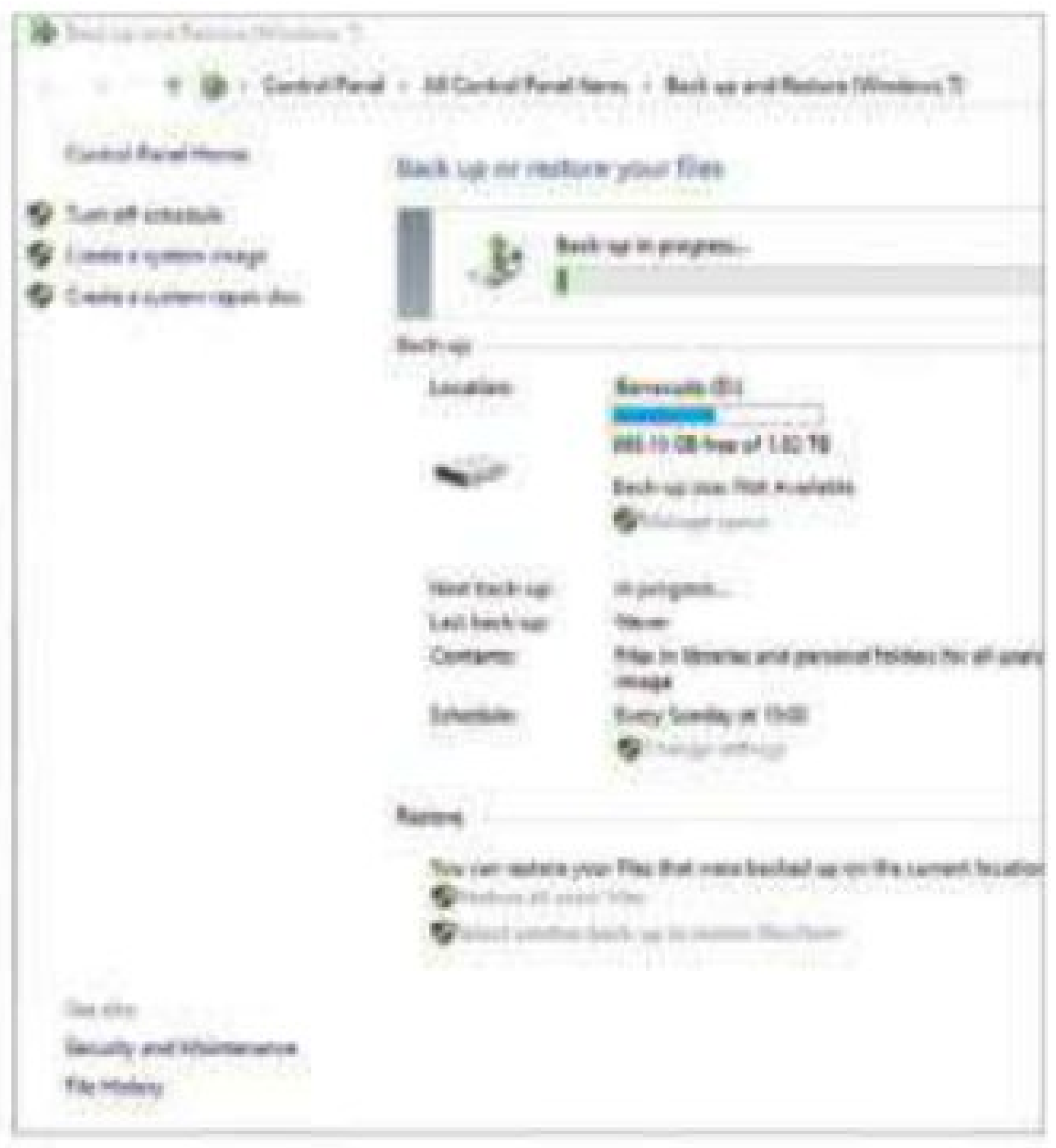
An option named 'Automatically back up my files' will now appear, and will be switched on by default in Windows 10. It's a good idea to leave it this way, so your files will be seamlessly and invisibly backed up to the drive every time you connect it to your computer. Hit the 'More options' link if you want to tinker with the way File History works on your account.


Size of backup: 0 bytes

- Every 10 minutes
- Every 15 minutes
- Every 20 minutes
- Every 30 minutes
- Every hour (default)
- Every 3 hours
- Every 6 hours
- Every 12 hours
- Daily

3
How often?

By default, Fire History will back up your Windows files every hour. If you would like the program to save data every ten minutes say, or wait longer and only do it once a day, you can set this under 'More options'. You can also choose which system folders you would like to back up, if they're not included in the default set, or any to exclude from the process.



4
System image

If you particularly want to make a system image instead of an incremental backup, perhaps so you can save a snapshot of a computer's state to restore later, the old Windows 7-style backup system is still present in Windows 10. You can find it listed under 'Looking for an older backup?' in the main Backup window. It's good to take an image once a month.

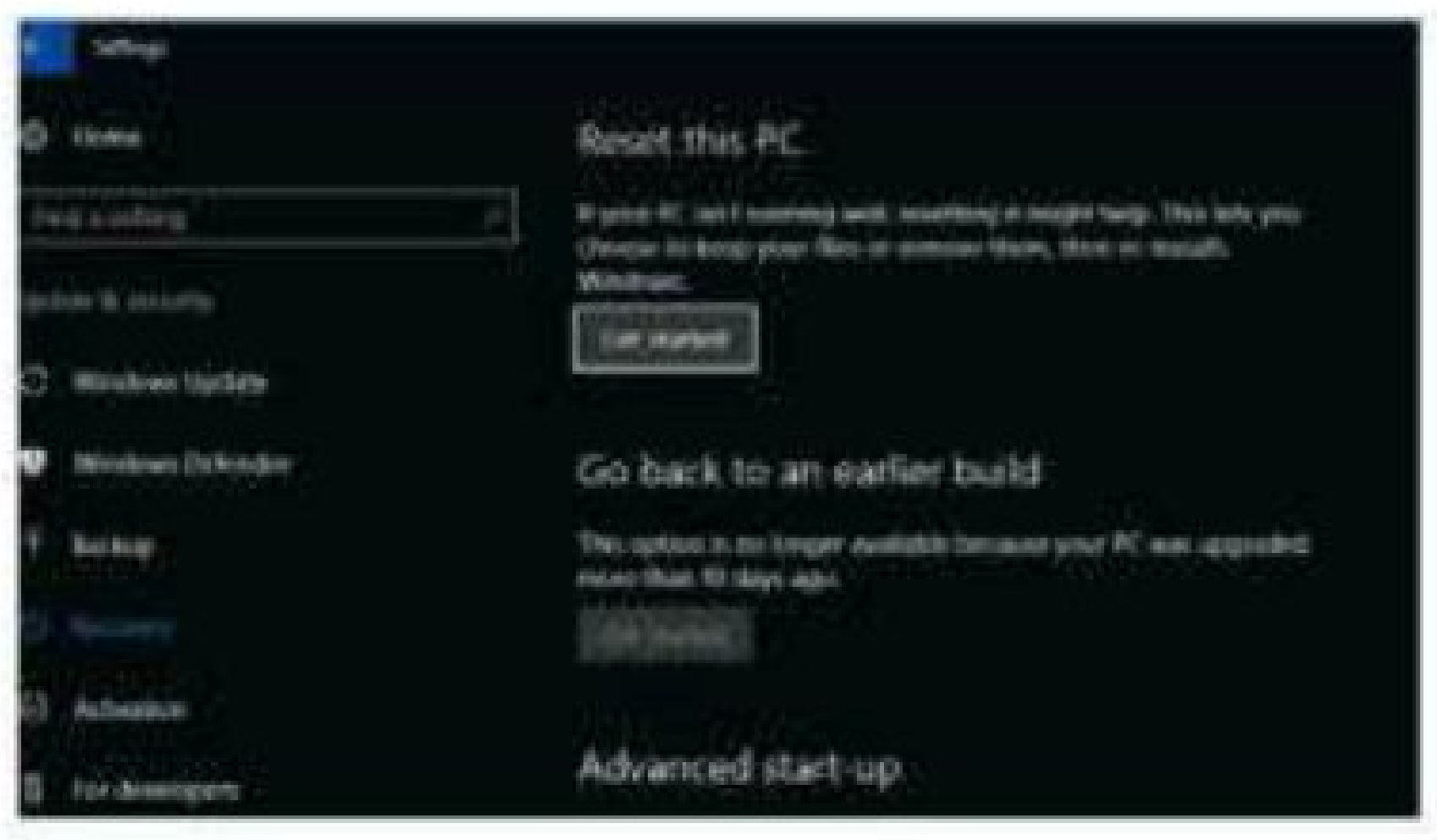
Reinstall or Recover?

You have more than one option in case of disaster

Sometimes the worst can happen and you're left with a PC that doesn't operate well.

Whether you know the cause or not, restoring the system back to a point at which it worked, or reinstalling the operating system altogether, can soon have your machine back to its old self. Windows 10 offers you a few options for how you reinstall your OS. If you suspect that it is a newly installed device or application that is causing the problems, you can then use System Restore in order to roll your PC back to a point before you installed the pesky peripheral or program. If, that is, you have enabled it, because Microsoft turns this feature off by default. Just head over to Control Panel rather than Settings, then System and System Protection.

Alternatively, you can type 'system restore' into the Start menu search function. A small window will open, and if you've got system protection turned on, you'll be able to click a button marked System Restore. If it's off, you'll need to turn it on for each of the drives in your PC you want to protect. For most people, this will only be the boot drive, generally drive C, as any others are used for storing documents. System Restore is Windows' oldest form of protection against things going wrong, dating all the way back to Windows 95, but Windows 10 has additional choices. They're bundled under an option called Reset this PC. Resetting your PC gives you a shiny new installation of Windows 10, with or without your files and personal data as detailed below, and does it by booting your PC into the WIndows Recovery Environment, a stripped down GUI that is separate from Windows itself, allowing it to overwrite files that would otherwize be in use when your PC is running.


Reset this PC

Go back to an earlier build

Advanced start-up

The Start menu has reinstall options

If your PC can't boot, there's an option to install a fresh copy of the OS on the boot menu, which appears automatically if it's having trouble starting up. Access this menu even if you're not having a problem, by restarting while holding down Shift.

If you bought a PC from a vendor that likes to bundle certain apps with its machines, you may find that a PC reset will restore these too, so if you'd deleted them to save space or processor cycles, you may need to do it all over again once the reset is finished. You should also head over to Windows Update and download any important patches and security fixes too, as these may not be included in the fresh installation.

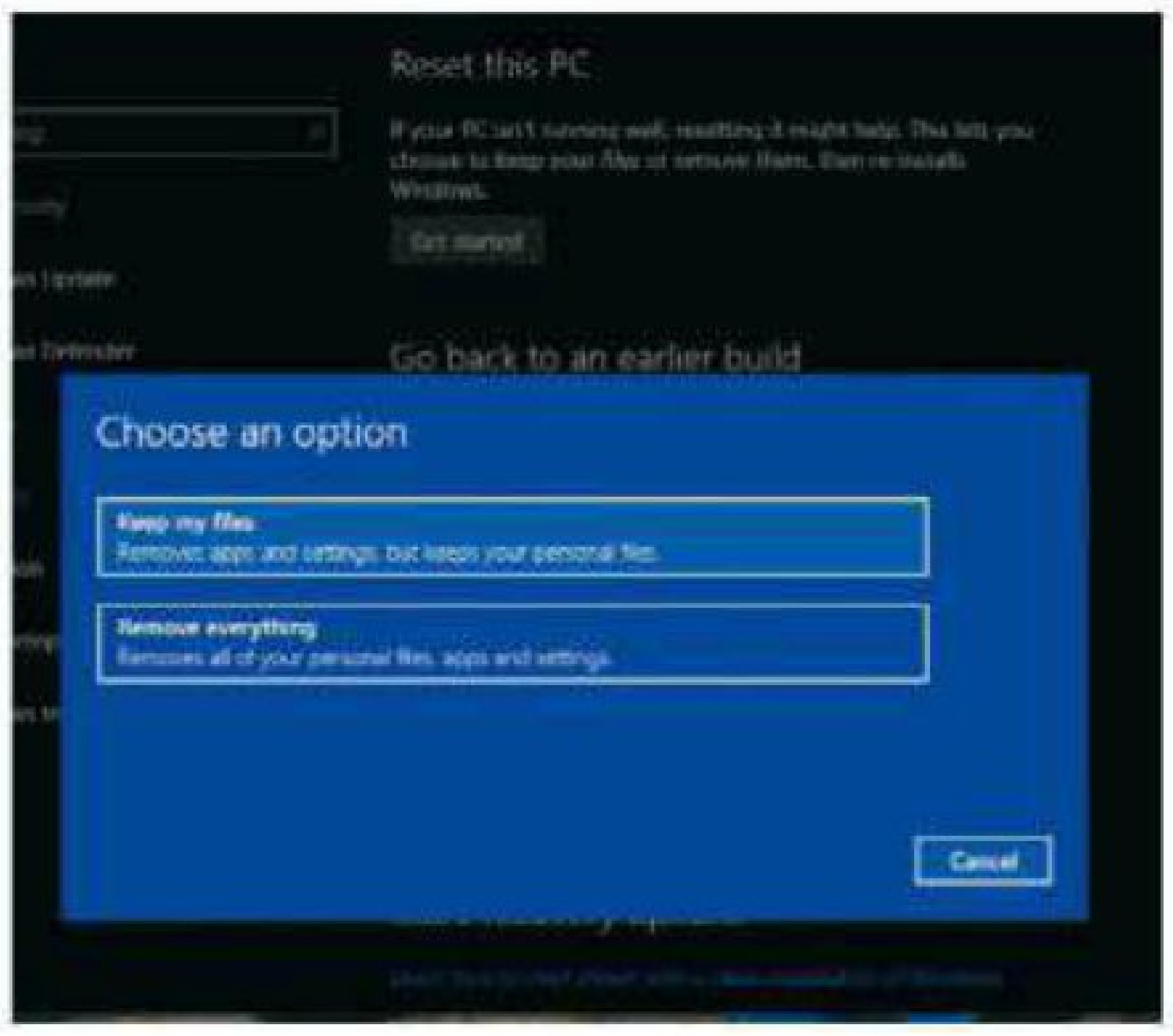
SPEED UP FUTURE WINDOWS INSTALLS

The Windows 10 installation process is designed to be quick – the whole OS was built to have as small an installation footprint as possible – and with a modern SSD-equipped PC can be a swift and relatively painless process. There are ways, however, of speeding the process up, which is useful if you need to install Windows on multiple machines.

Products such as DriverEasy **(www.drivereasy.com)** will scan your hardware after the install process is complete, and find any missing drivers for your hardware automatically. While Windows has a large database of device drivers for peripherals, it's not 100% perfect and obscure cameras, scanners or other external devices can fox its automatic detection.

If you've got multiple machines with identical hardware to install Windows on, consider using an imaging program such as Macrium Reflect **(www.macrium.com)** to take a drive image from the first machine after installation is complete, and copying it straight onto the hard drives of the others without going through all the processing involved in the install process.

If you have a lot of applications to install, a tool such as Ninite can streamline your installation process by installing them all at once. It runs in the background, and won't restart your PC even if the app demands it.



Reset this PC

Go back to an earlier build

Choose an option

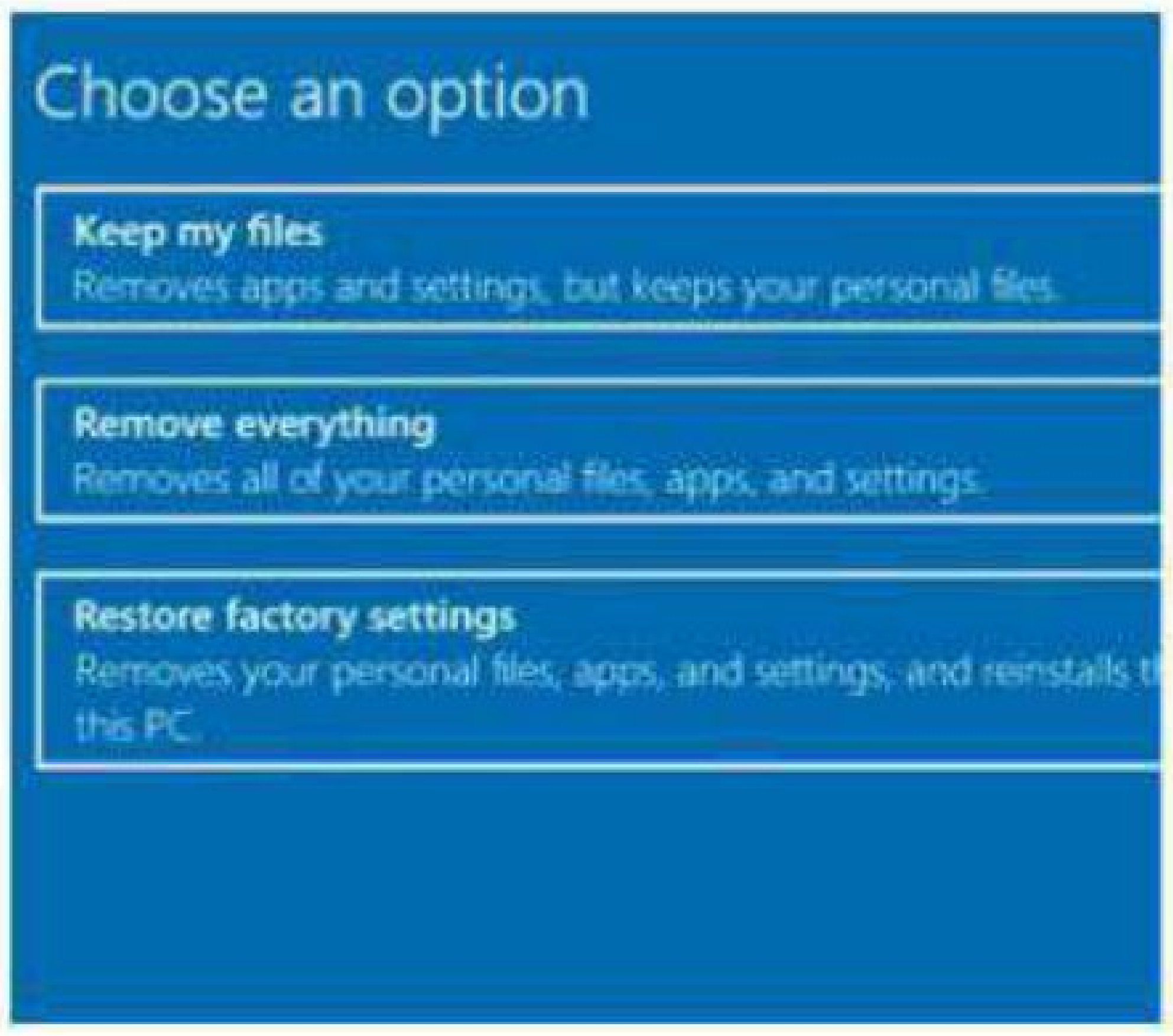
Keep my files

Remove everything

Cancel

Keep my files

This option will search for documents and settings on your PC, and will preserve them from the reset process, returning them to Windows once the newly refreshed operating system is up and running. This is the best option to choose if you're only interested in refreshing your Windows system, and not removing sensitive or personal data.



Choose an option

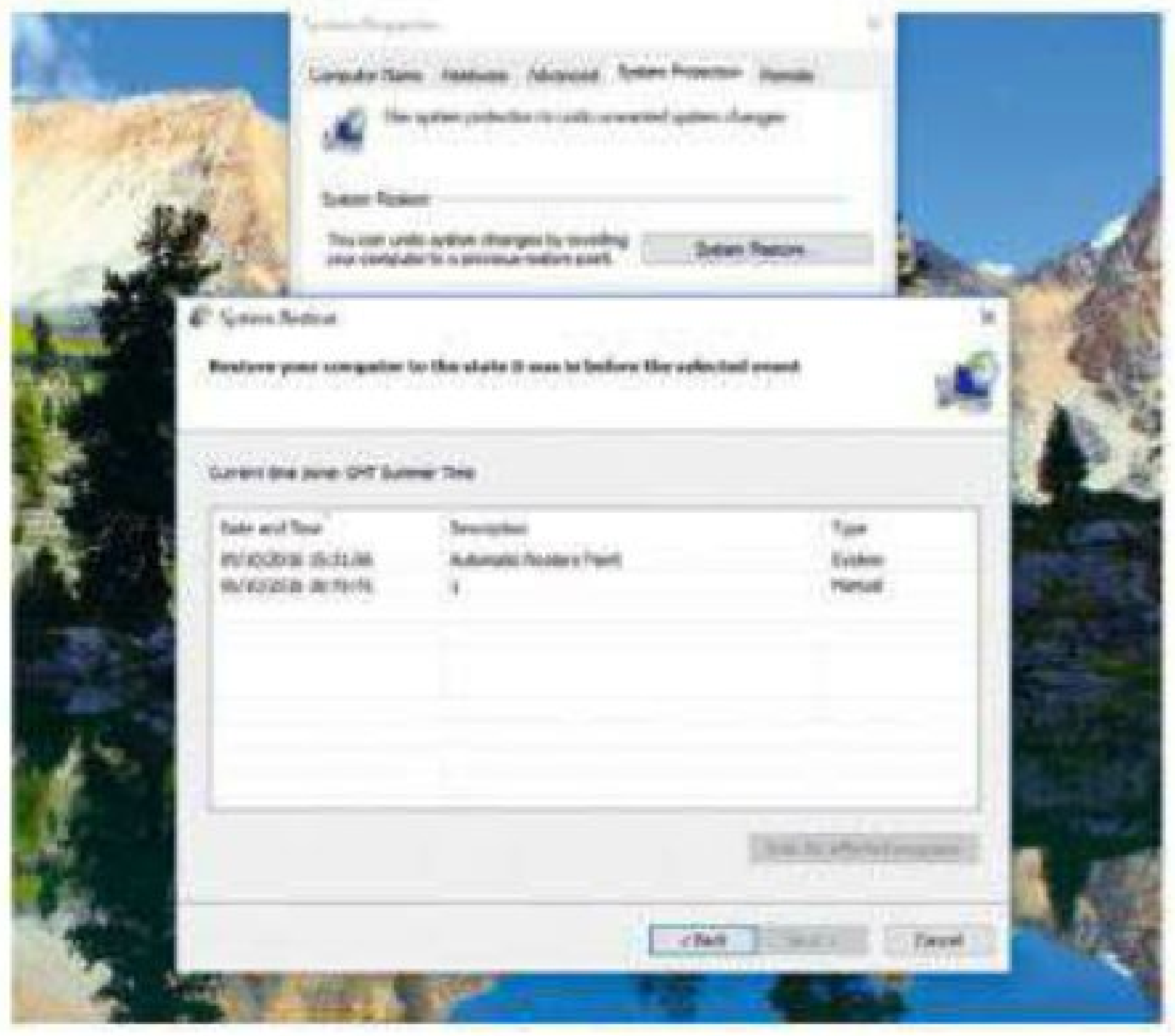
Keep my files
Removes apps and settings, but keeps your personal files.

Remove everything
Removes all of your personal files, apps, and settings.

Restore factory settings
Removes your personal files, apps, and settings, and reinstalls t
this PC.

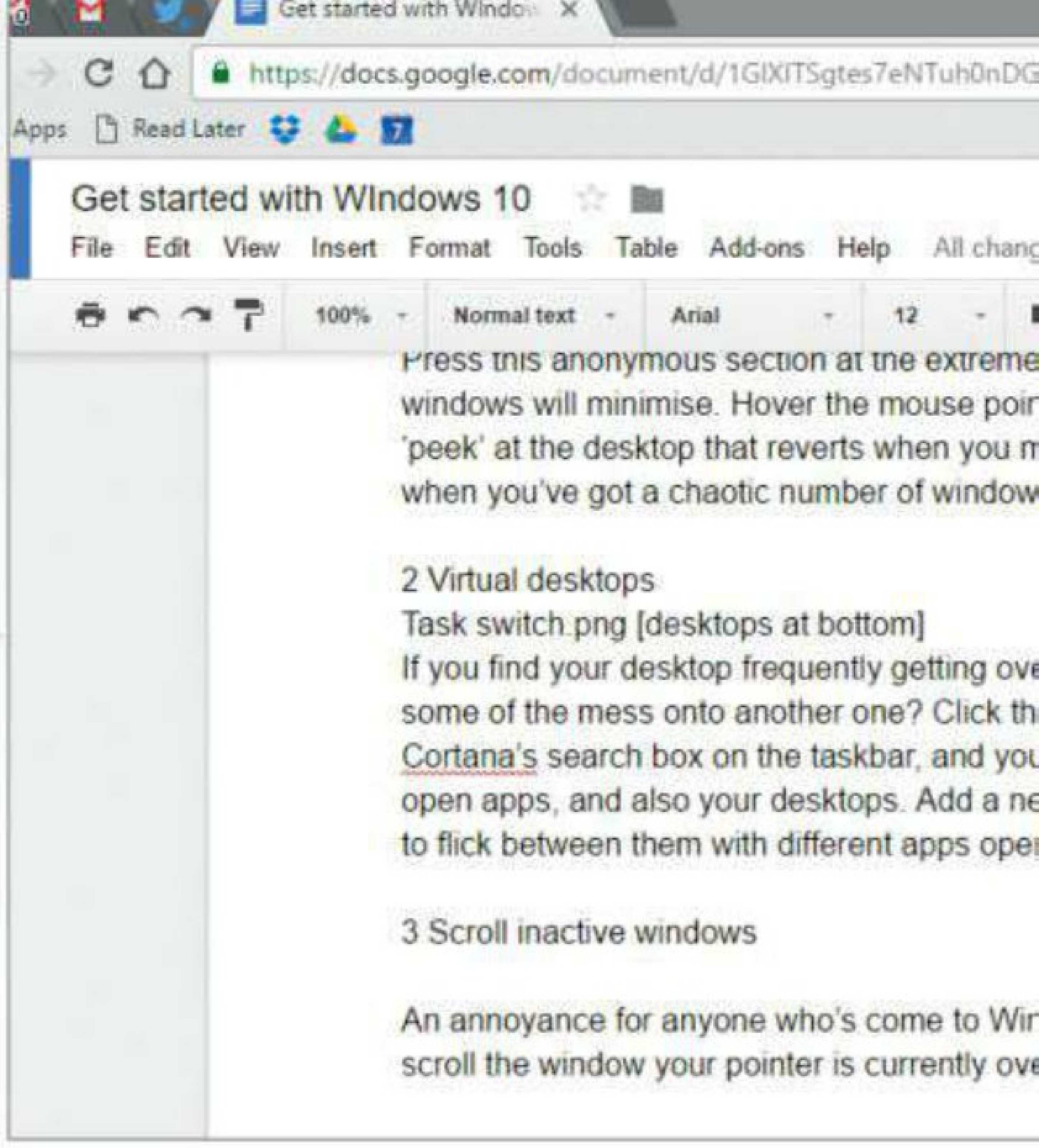
Remove everything

Choose this option if you're selling your PC to someone else or you want to completely obliterate your personal data for some other reason. Clicking this takes you to a further screen on which you're given the option of cleaning your drive – overwriting the deleted data so it can't be recovered at all. Be absolutely sure you want to do this!



Restore point

Rolling back from a restore point in Windows 10, assuming you've got System Restore switched on as detailed above and have a recent point to return to, is a quick way of recovering from a fault without going to the trouble of completely reinstalling Windows. It's a good option if it's just one sudden change that's caused a Windows upset.



Press this anonymous section at the extreme
windows will minimise. Hover the mouse poin
'peek' at the desktop that reverts when you m
when you've got a chaotic number of window

2 Virtual desktops
Task switch.png [desktops at bottom]
If you find your desktop frequently getting ove
some of the mess onto another one? Click th
Cortana's search box on the taskbar, and you
open apps, and also your desktops. Add a ne
to flick between them with different apps ope

3 Scroll inactive windows

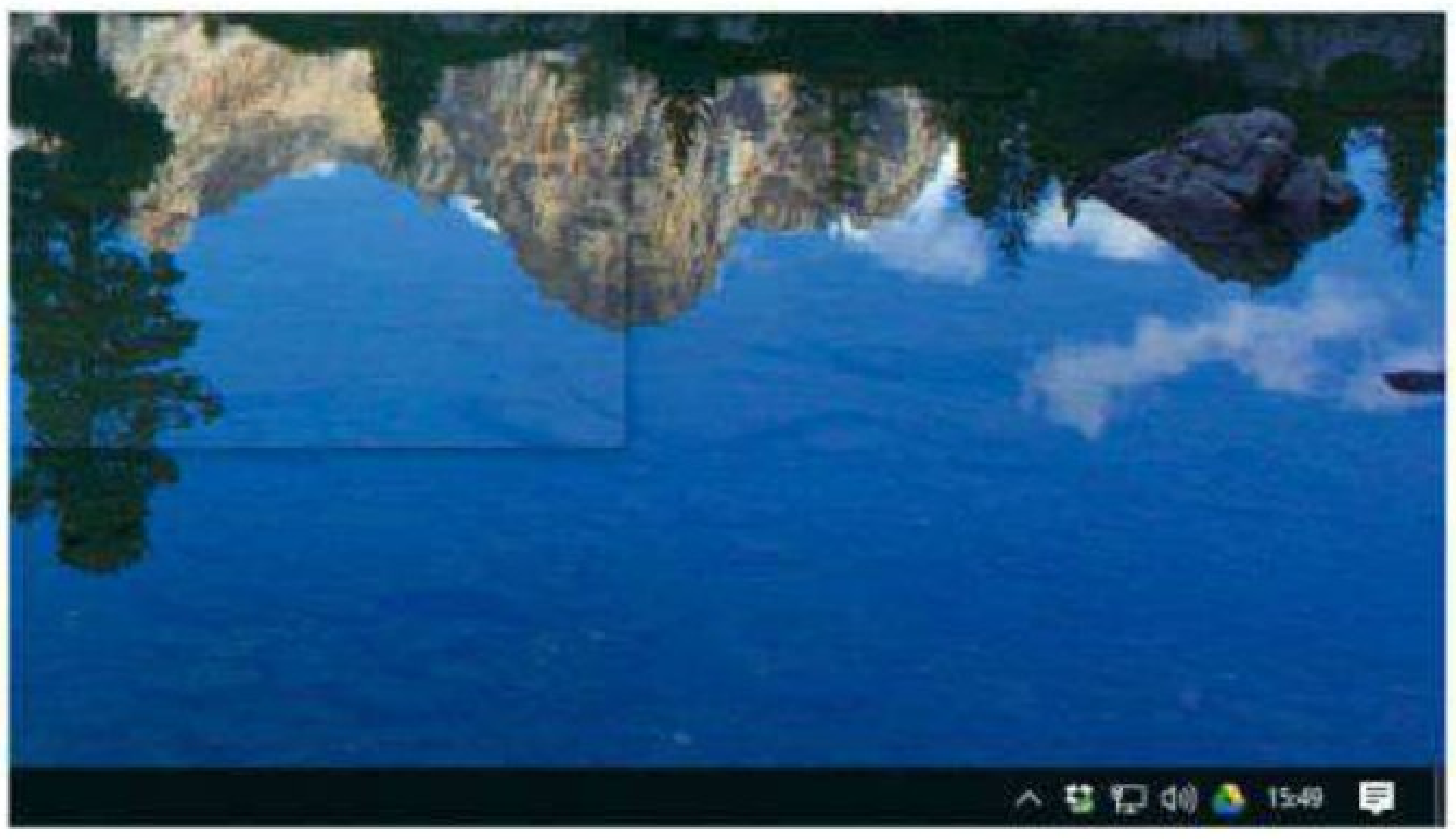
An annoyance for anyone who's come to Wir
scroll the window your pointer is currently ove

Master the desktop

You'll spend a lot of time there, so make it fast and efficient

When not actually using applications, the Windows desktop is where you'll spend much of your time, moving files about, hunting for that obscure application you installed six months ago and suddenly need, or lining up your windows so that they fill the space perfectly (a pastime that is all but dead now thanks to snapping).

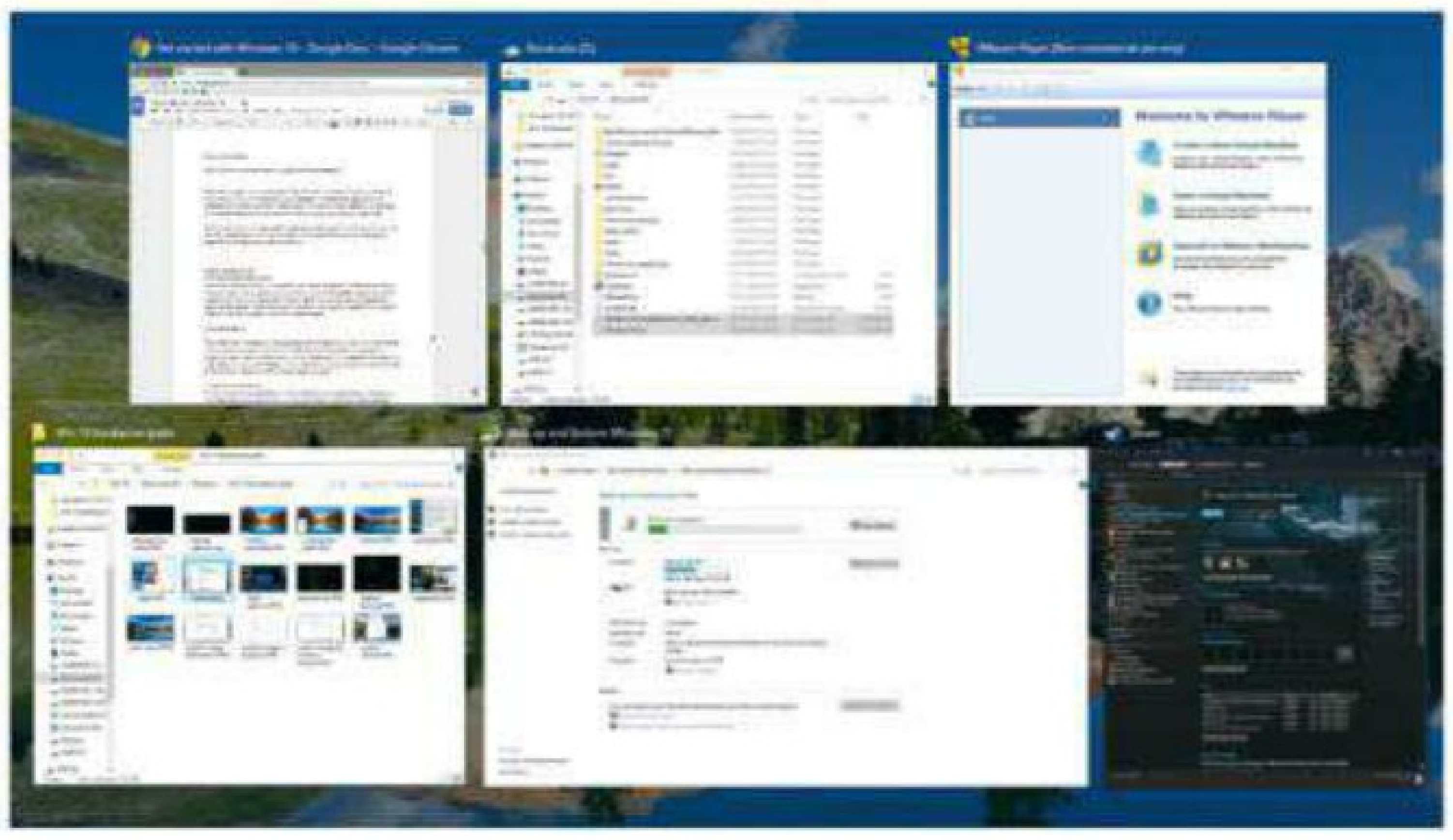
In Windows 10, the desktop and the taskbar get a few new tricks that make working with files and folders even easier, and the new search bar means pulling up an application you don't use often is a breeze. Follow these tips to a happy start…



1

Show desktop/peek

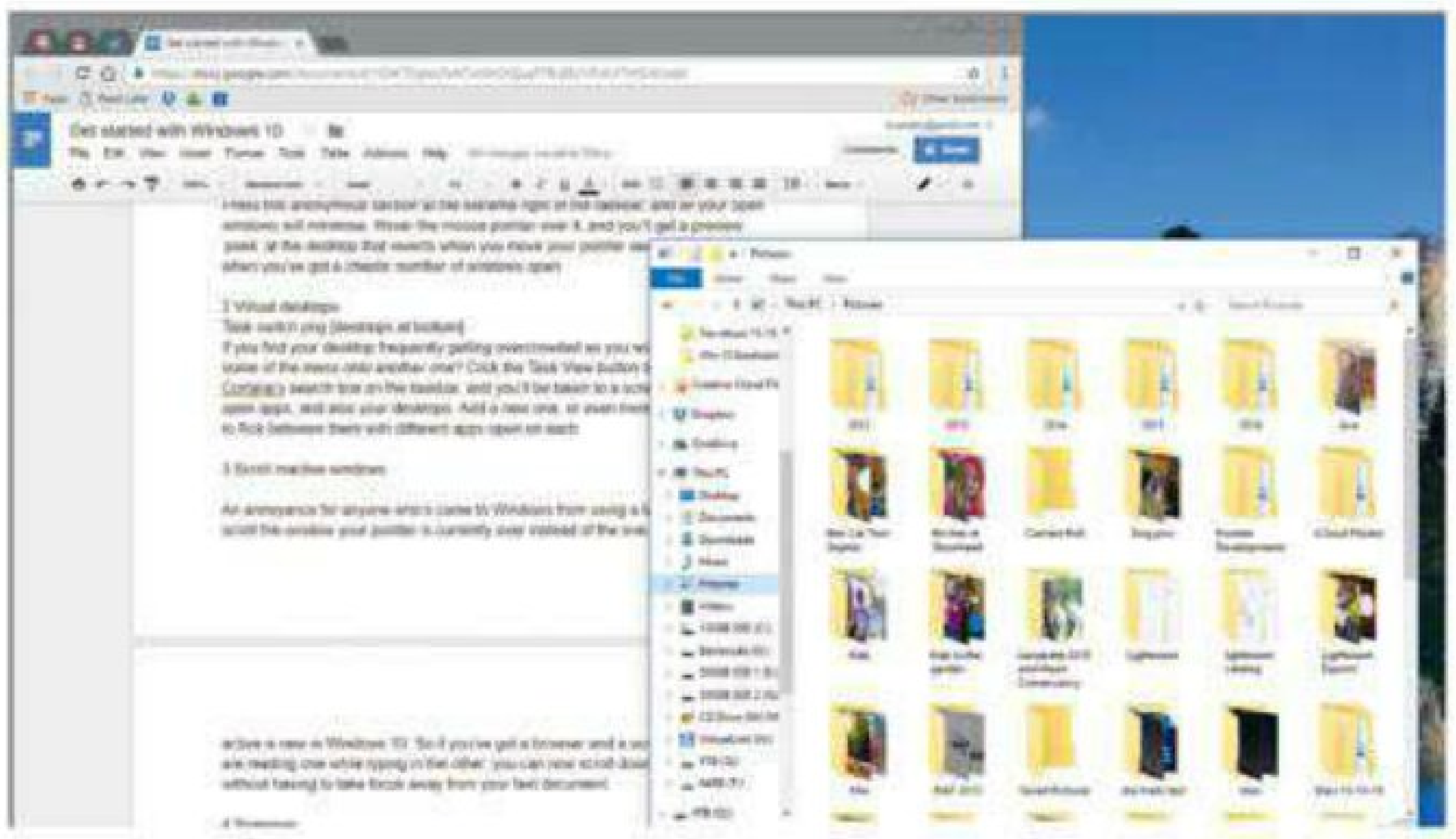
The Show Desktop button isn't marked, and some people don't even know it exists. Press this anonymous section at the extreme right of the taskbar, and all your open windows will minimize. Hover the mouse pointer over it, and you'll get a preview 'peek' at the desktop that reverts when you move your mouse pointer away. It's very useful when you've got a chaotic number of windows open on your desktop.



2

Virtual desktops

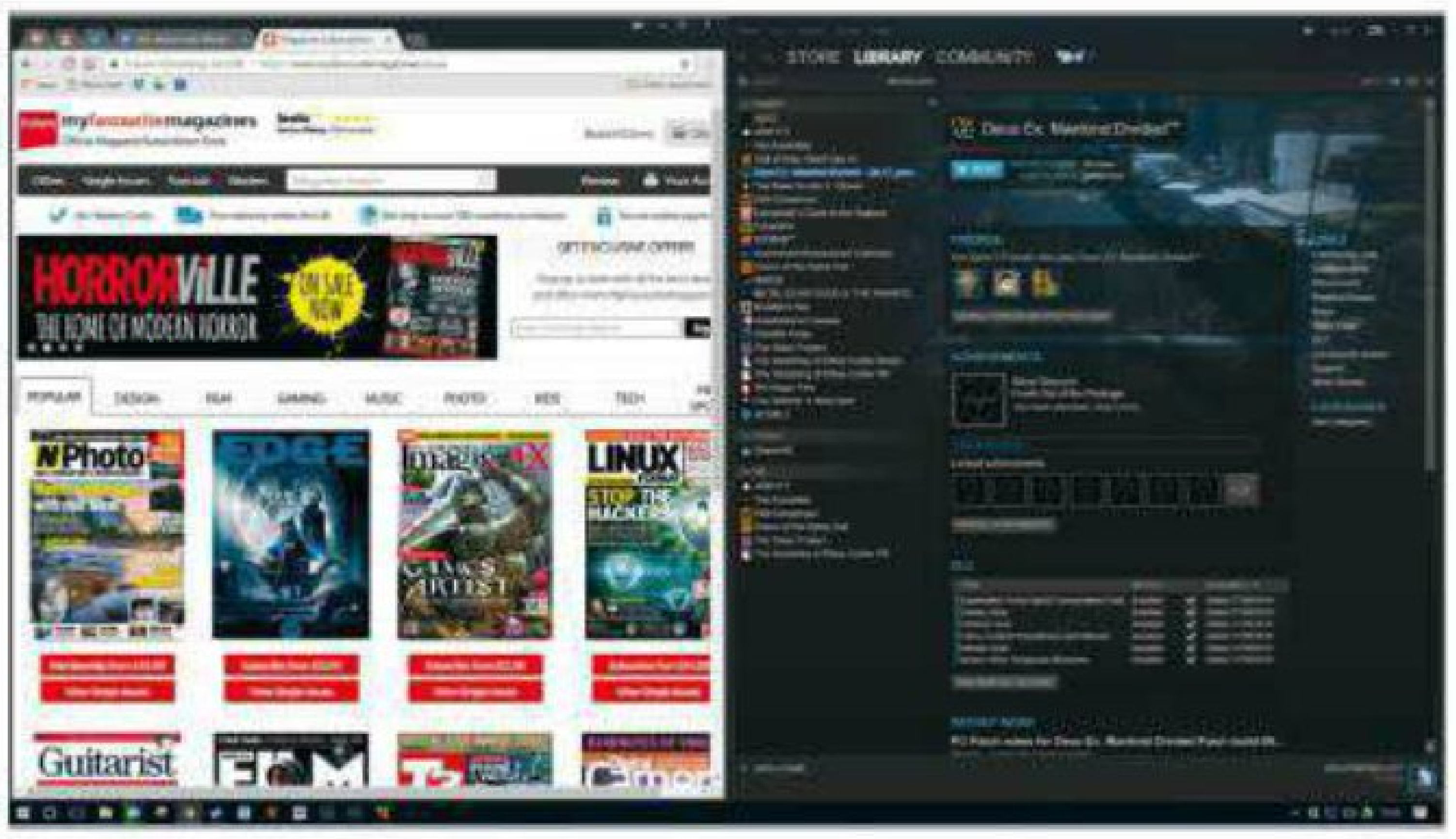
If you find your desktop frequently getting overcrowded as you work, why not offload some of the mess onto another one? Click the Task View button to the right of Cortana's search box on the taskbar, and you'll be taken to a screen that shows your open apps, and also your desktops. Add a new one, or even more, and you'll be able to flick between them with different apps open on each.



3

Scroll inactive windows

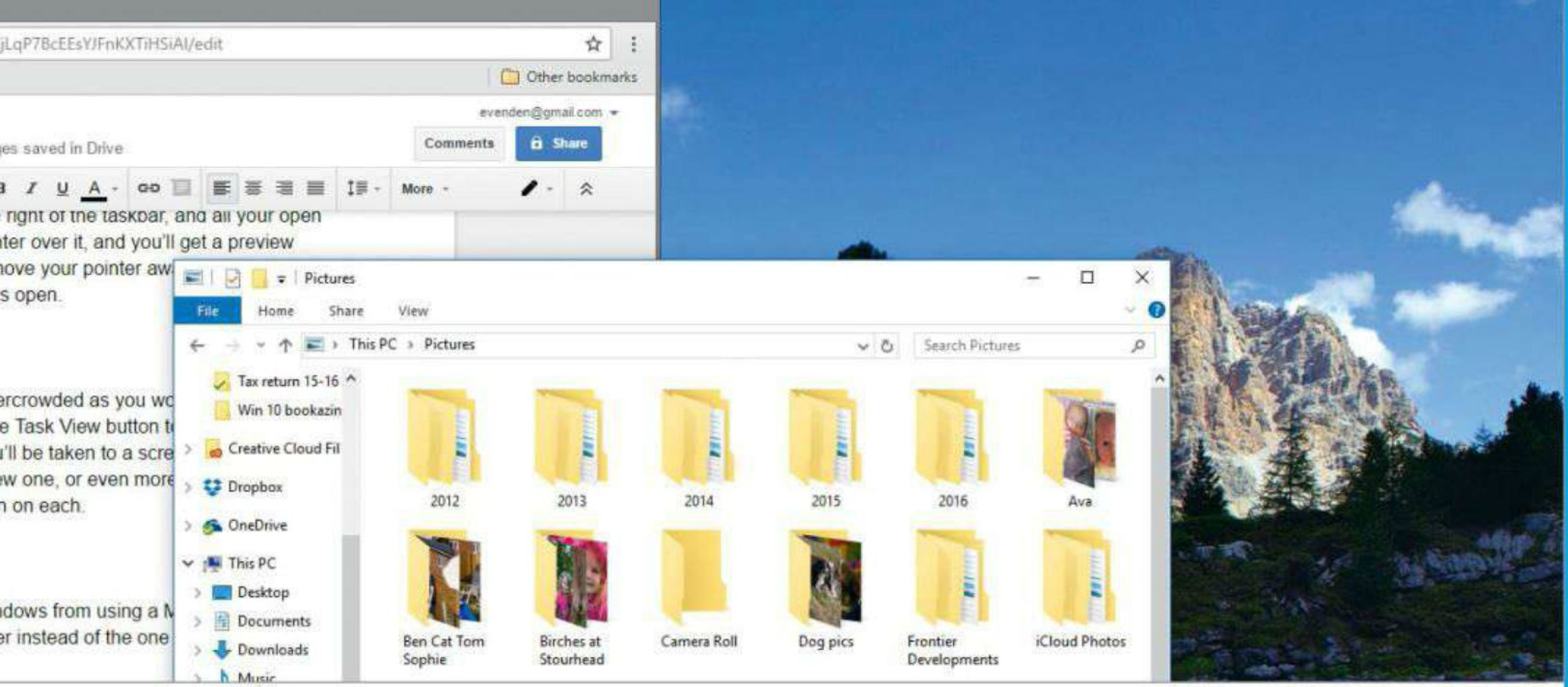
An annoyance for anyone who's come to Windows from using a Mac, the ability to scroll the window your pointer is currently over instead of the one that's currently active is new in Windows 10. So, if you've got a browser and a word processor, and are reading one while typing in the other, you can now scroll down in the browser without having to take your focus away from your text document.

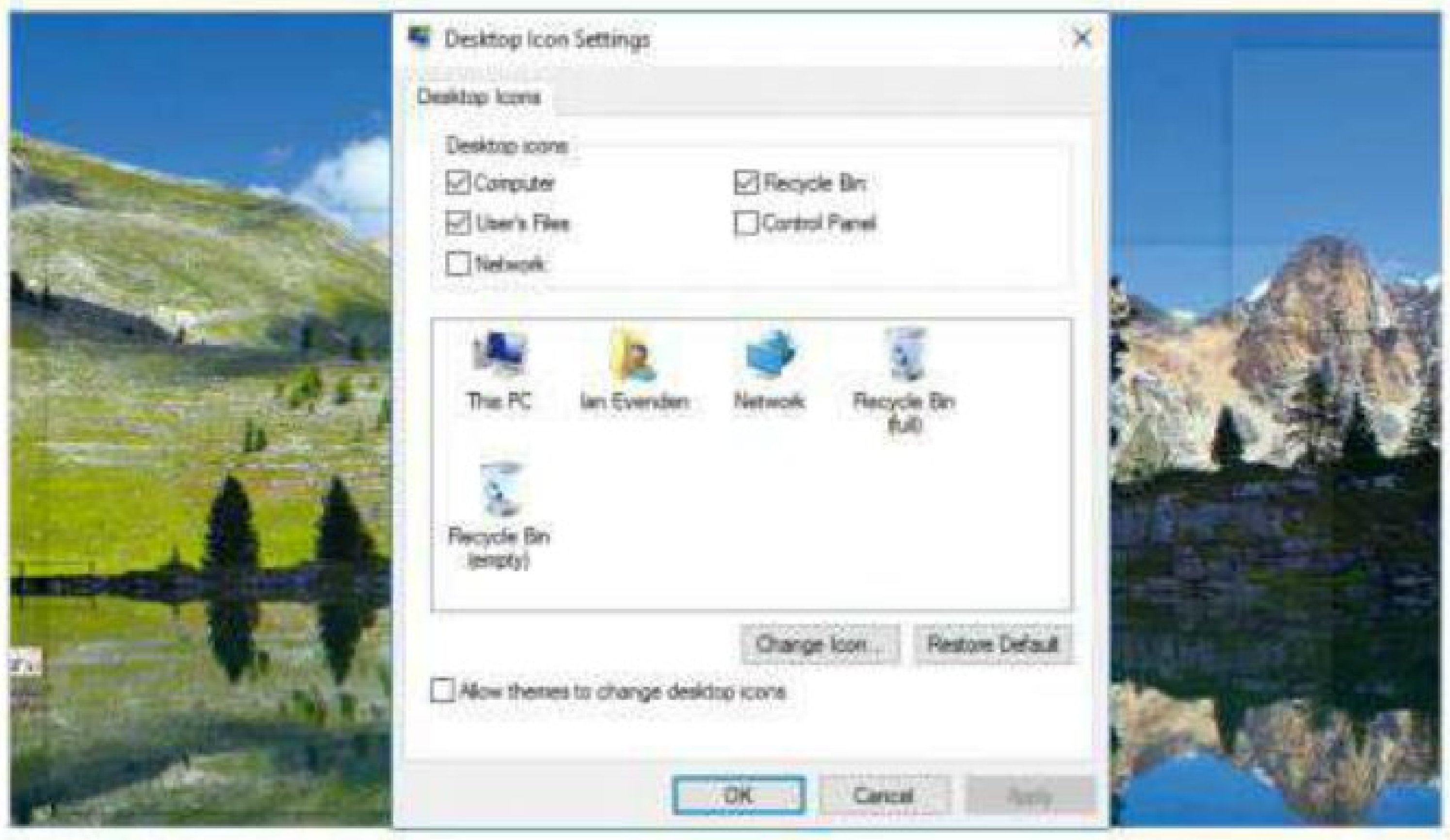


4

Snapping

A real godsend for those who used to tease their window edges out until they exactly matched the edge of the screen, snapping in Windows 10 allows you to have two or more windows open that completely fill their areas of the screen. Pick up a window and move it to the extreme left or right edge of the desktop to try it (you'll see it 'snap' to the new hold screen format), and you can then adjust how much of the screen they take up too.

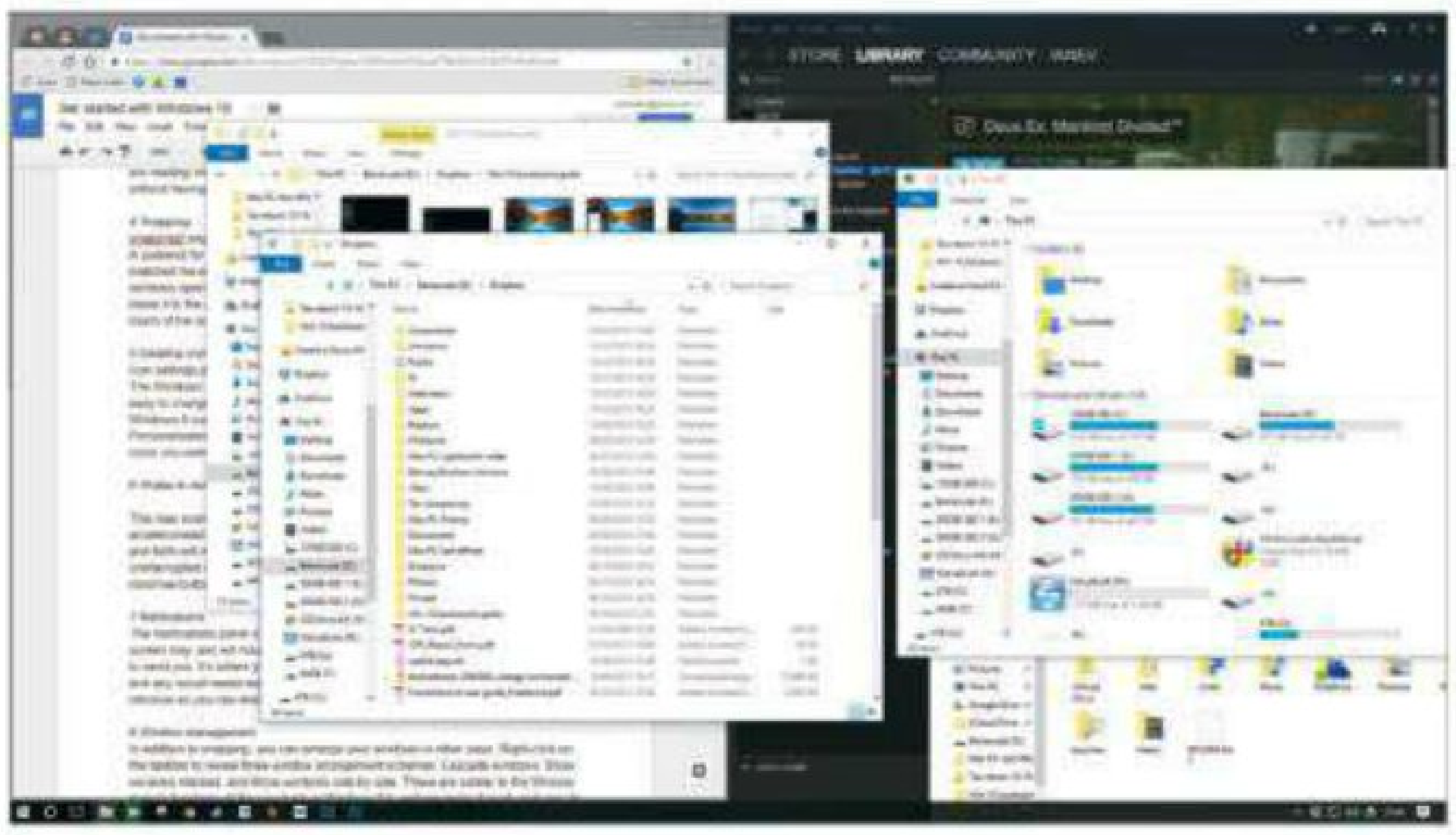

Other bookmarks
evenden@gmail.com
Comments
Share
More
Pictures
File
Home
Share
View
This PC › Pictures
Search Pictures
Tax return 15-16
Win 10 bookazin
Creative Cloud Fil
Dropbox
OneDrive
This PC
Desktop
Documents
Downloads
Music
2012
2013
2014
2015
2016
Ava
Ben Cat Tom Sophie
Birches at Stourhead
Camera Roll
Dog pics
Frontier Developments
iCloud Photos


Desktop Icon Settings
Desktop Icons
This PC
Ian Evenden
Network
Recycle Bin (full)
Recycle Bin (empty)
Change Icon...
Restore Default
OK
Cancel
Apply

Desktop icons

☑ Computer
☑ Recycle Bin
☑ User's Files
☐ Control Panel
☐ Network

☐ Allow themes to change desktop icons



5

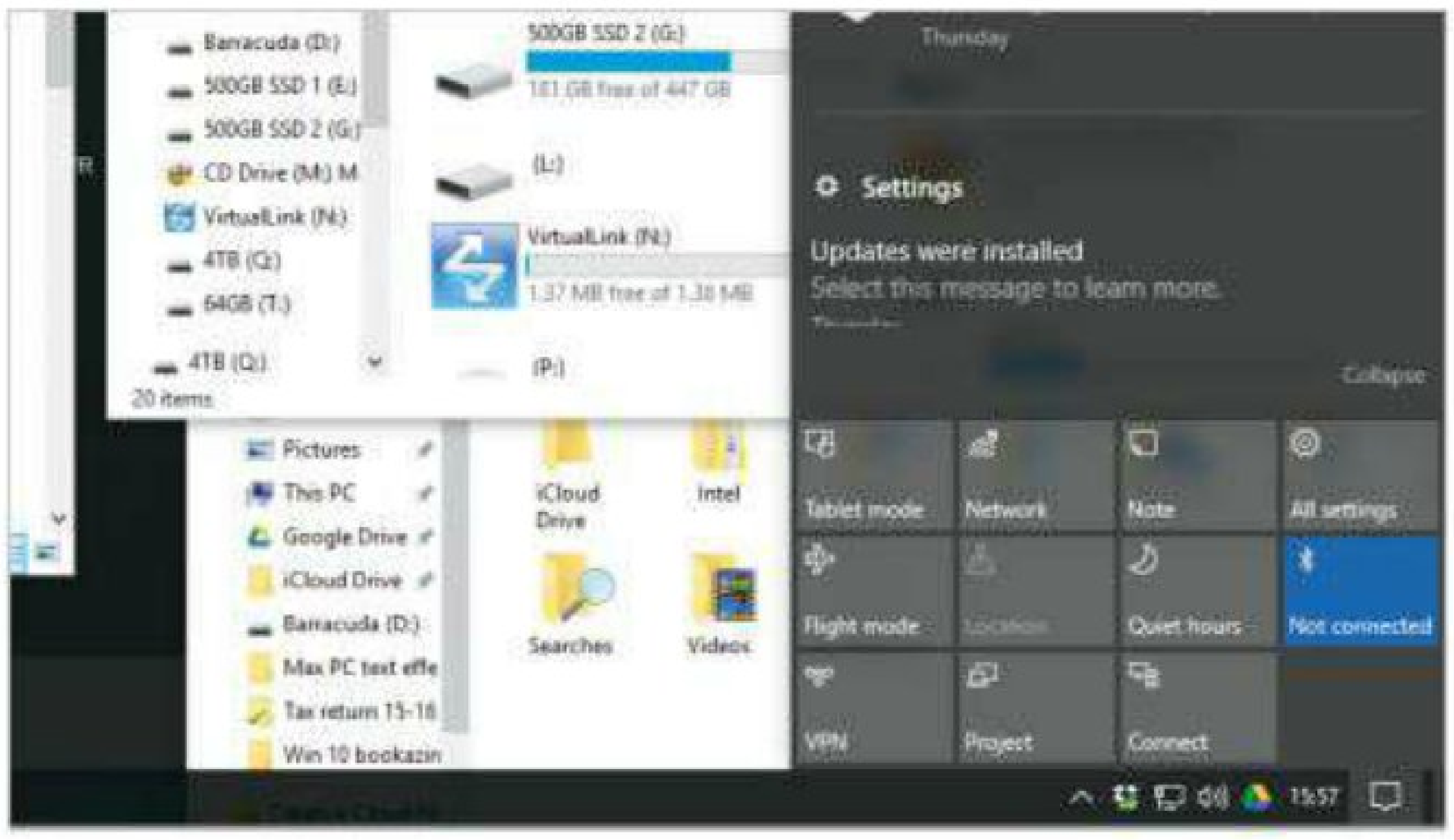
Desktop icons

The Windows 10 desktop icons have a pixelated look, and if this offends you it's easy to change them. There are icon packs available online, including the shinier Windows 8 icons, and using them is a matter of choosing Start > Settings > Personalization > Themes. Then click the 'Desktop icon Settings' and select the icons you want to place on the desktop, and Change Icon to change their look.

6

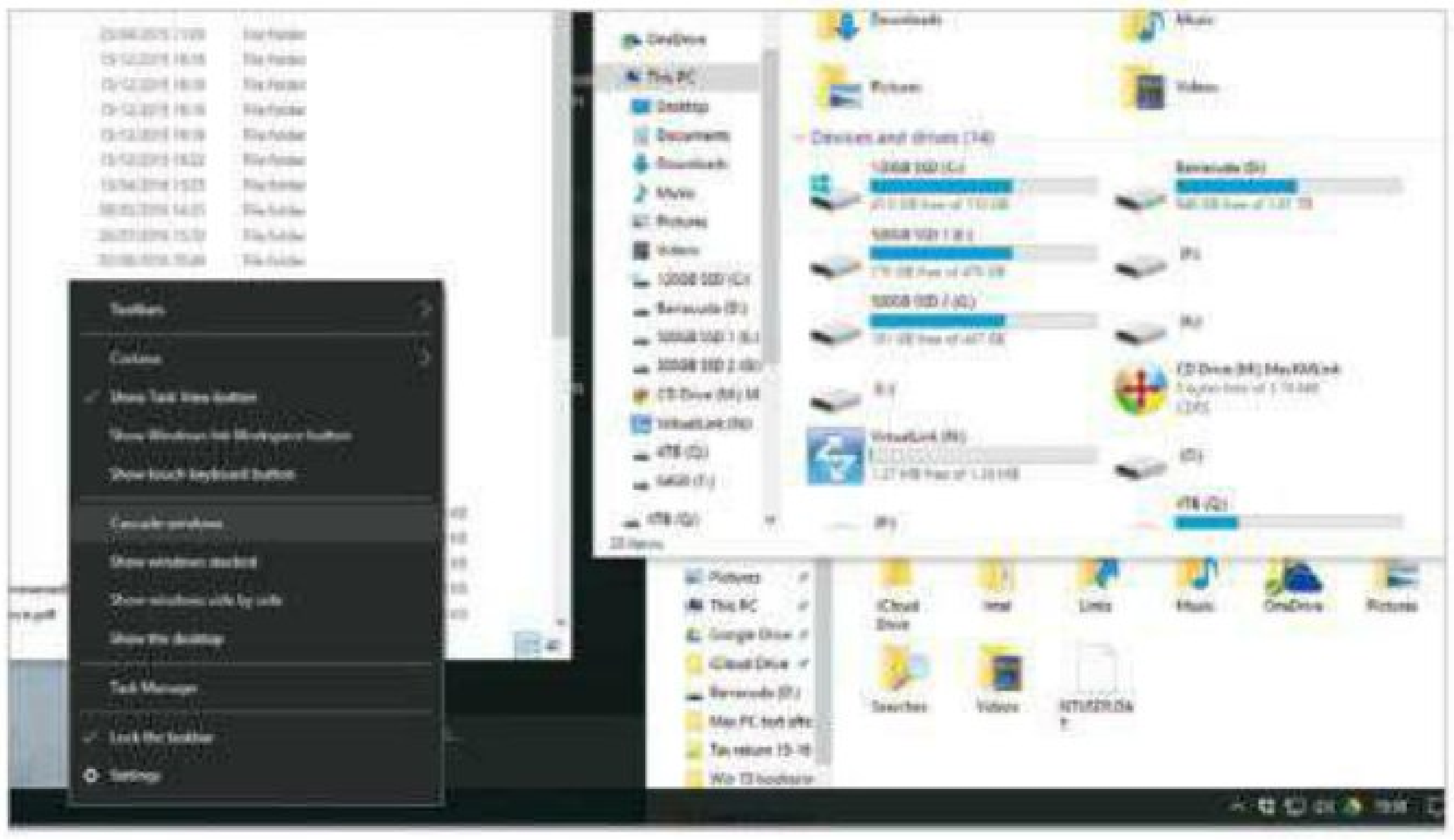
Shake to minimize

This may sound like something left over from a tablet build of Windows that needs a built-in accelerometer, but picking up a window with your mouse pointer and shaking it back and forth will minimize every other window, leaving you with an clear and uninterrupted view of the one you want to work with. It's much faster than clicking several minimize buttons, and it's a fun little quirk that's a good one to remember.


Settings
Collapse
Tablet mode
Network
Note
All settings
Flight mode
Location
Quiet hours
Not connected
VPN
Project
Connect
15:57

Updates were installed

Select this message to learn more.


Toolbars
Cortana
Show Task View button
Show Windows Ink Workspace button
Show touch keyboard button
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Task Manager
Lock the taskbar
Settings

7

Notifications

The notifications panel slides in from the right of the screen, with a button in the system tray, and will house any messages that apps or Windows components want to send you. It's where you'll find links to details of Windows updates that have been installed on your machine, and any social media messages or upcoming calendar events. You can customize it so it's as intrusive as you can deal with.

8

Window management

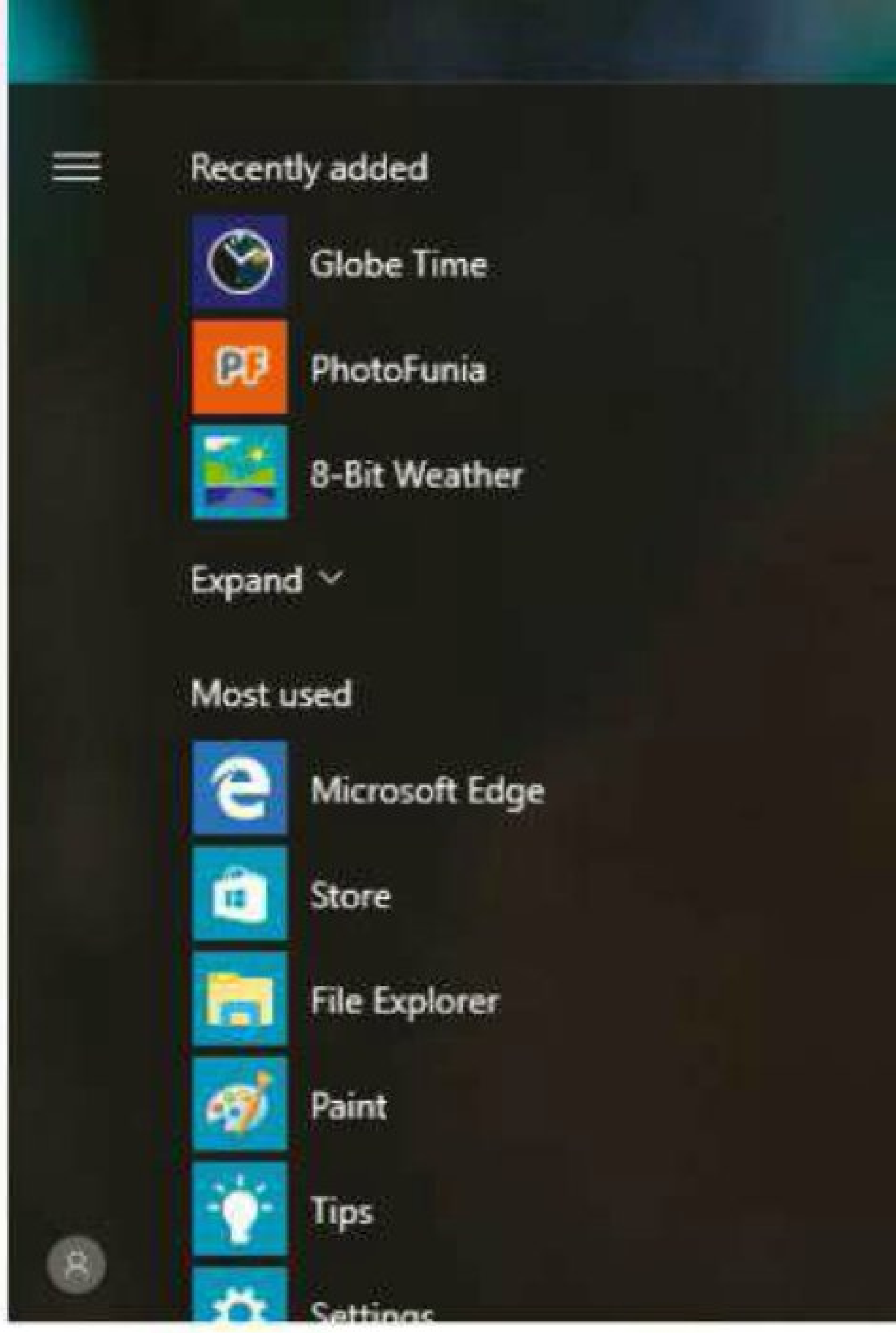
In addition to window snapping, you can arrange your windows in some other ways too. Right-click on the taskbar to reveal three window arrangement schemes: Cascade windows, Show windows stacked, and Show windows side by side. These are similar to the Window menu's functions all the way back in Windows 3.1, and can make it quick and easy to find what you're looking for.

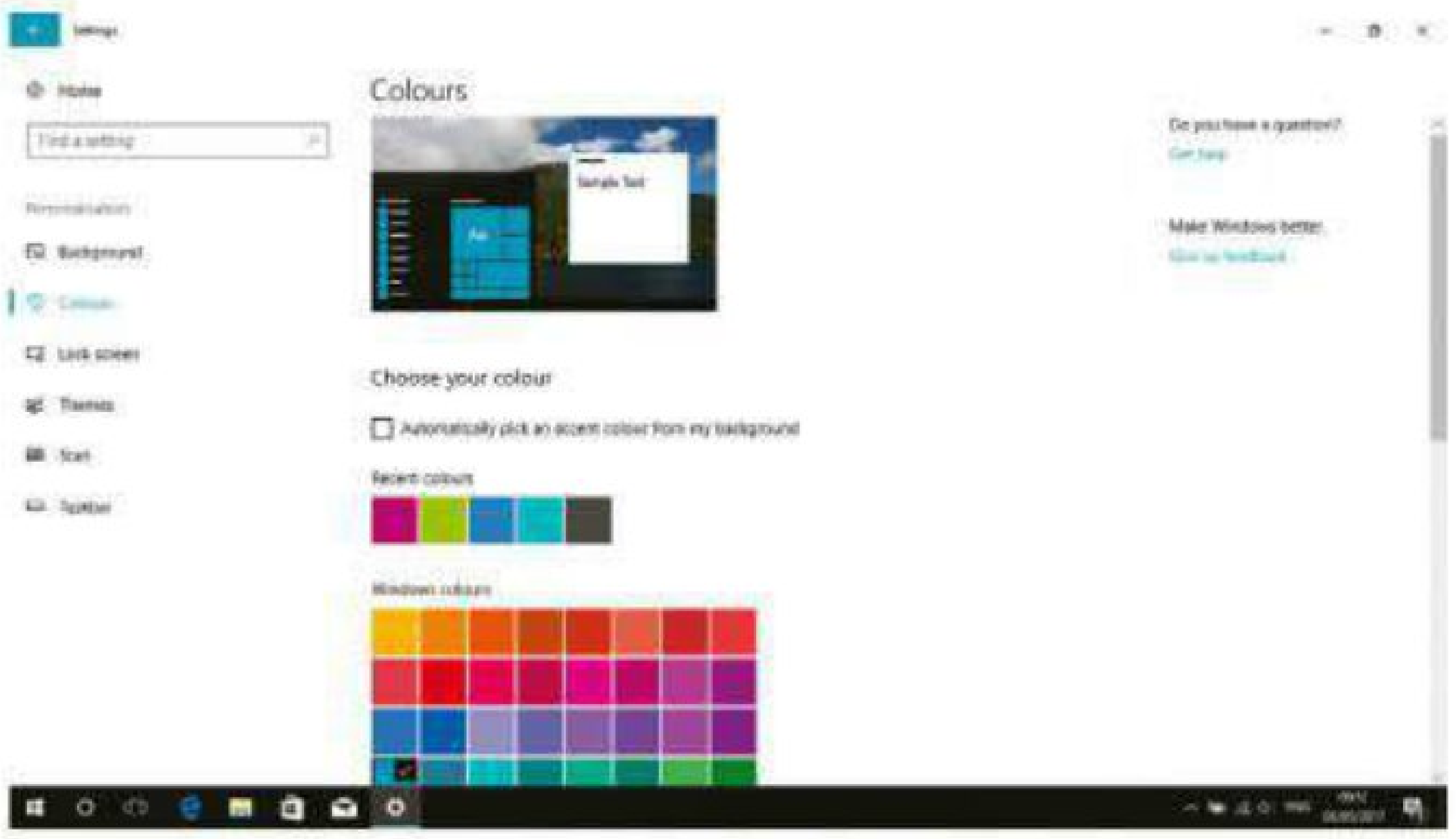
Customize the Start menu

Make the Start menu work for you with these easy customization tips

The Start menu's return was big news when Windows 10 launched, and it has evolved as the operating system has been updated into something that's a fast, efficient way of accessing applications and settings. Windows 8's full-screen monstrosity is now a distant memory.

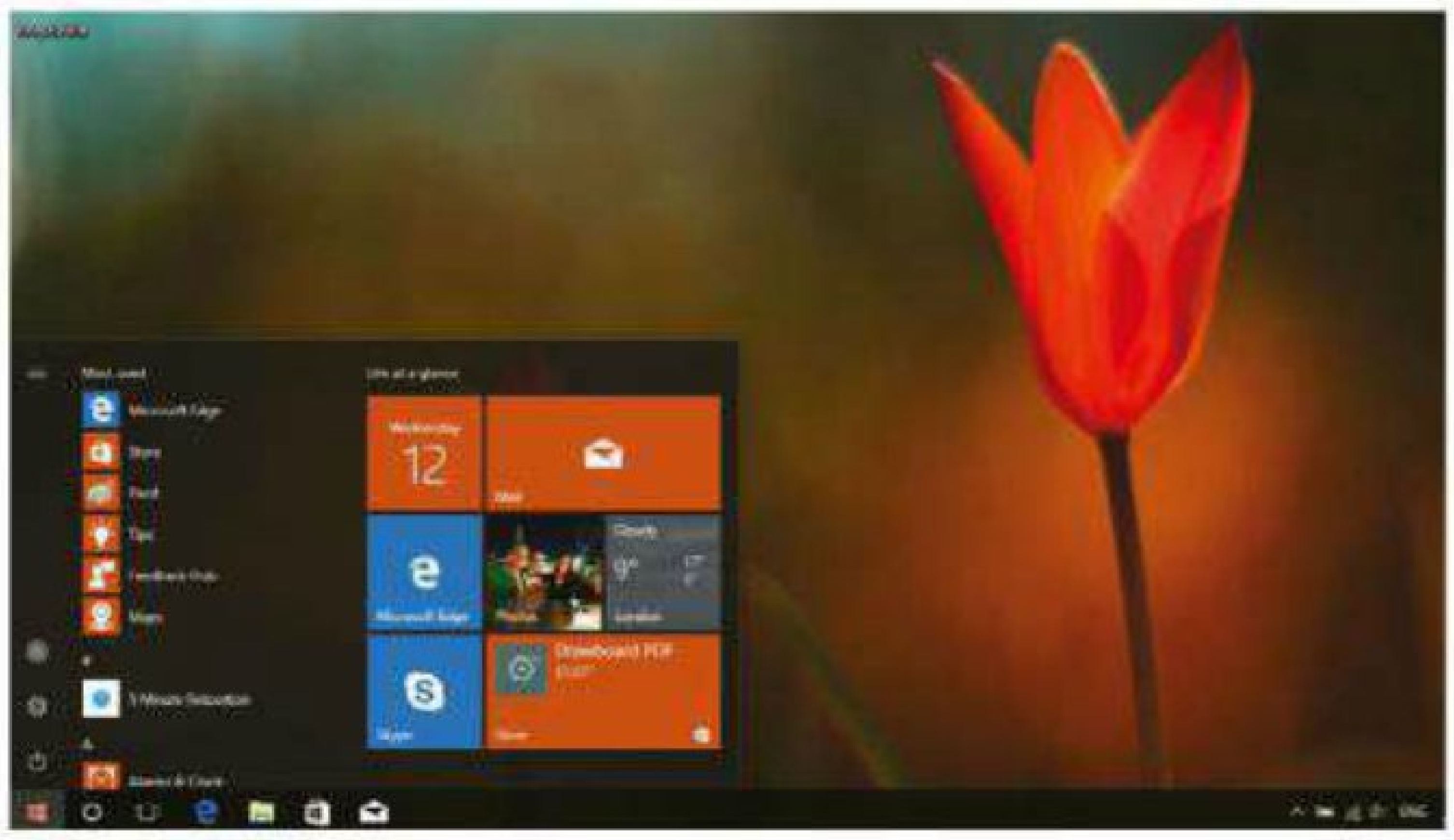
However, if you don't like how the Start menu looks when you first pop it up on your fresh install of Windows 10, it doesn't have to stay that way. It's fully customizable in ways that were never possible on the earlier versions of the operating system, and these can be made to work in just about any way you want. This can be by standing out from its background for ease of reading, or automatically blending in with the color scheme of whatever theme you have chosen to set on your desktop.





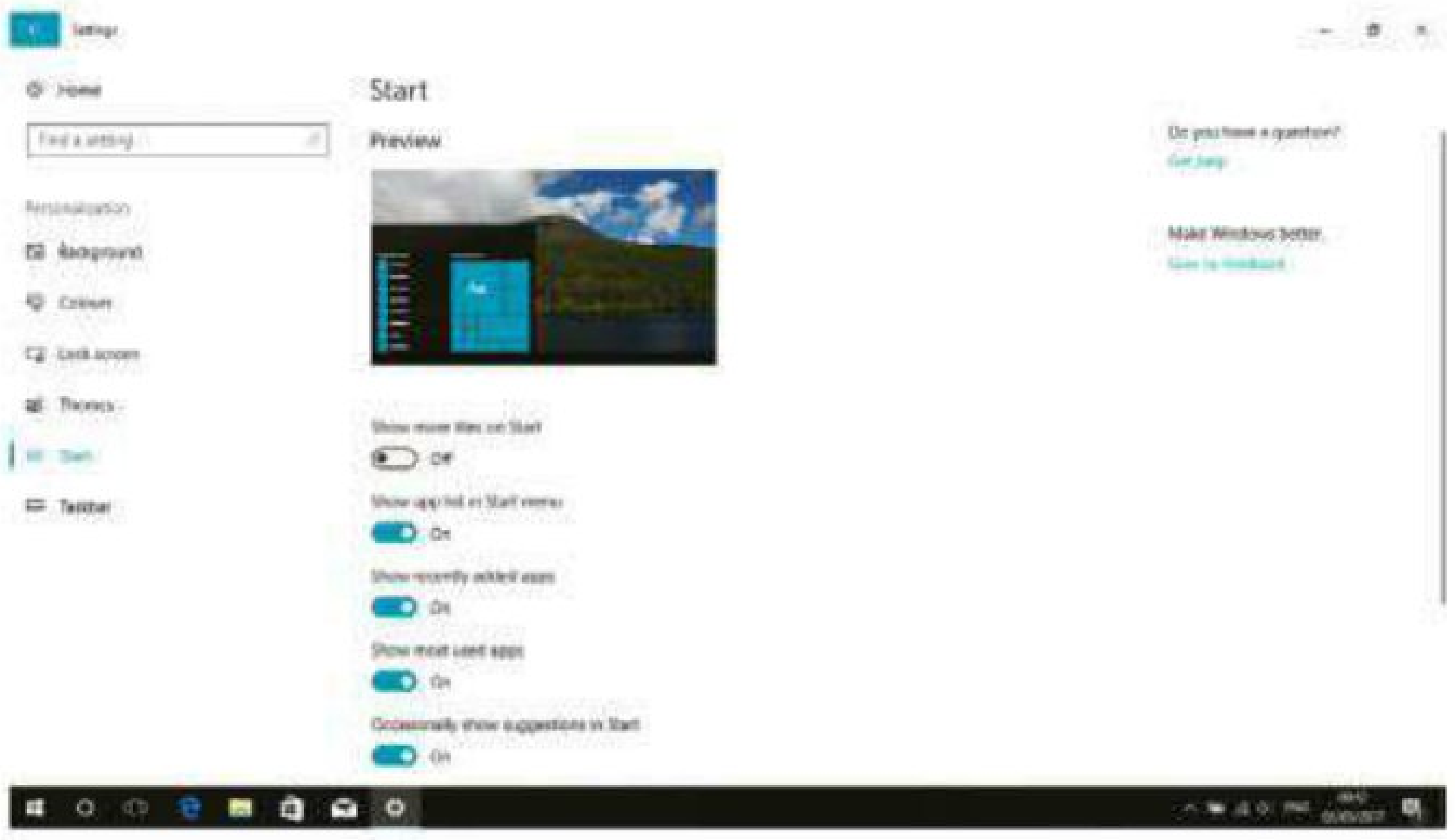
1
Color

Your Start menu's background can be any color you like – all you have to do is untick a box. Open up Settings, then Personalization and finally Colors. Untick the 'Automatically pick an accent color from my background' option and you'll be able to pick a color from the palette. So your Start menu can be a contrasting red or yellow rather than a dull blue or grey. Play around to find a combination that works for you.



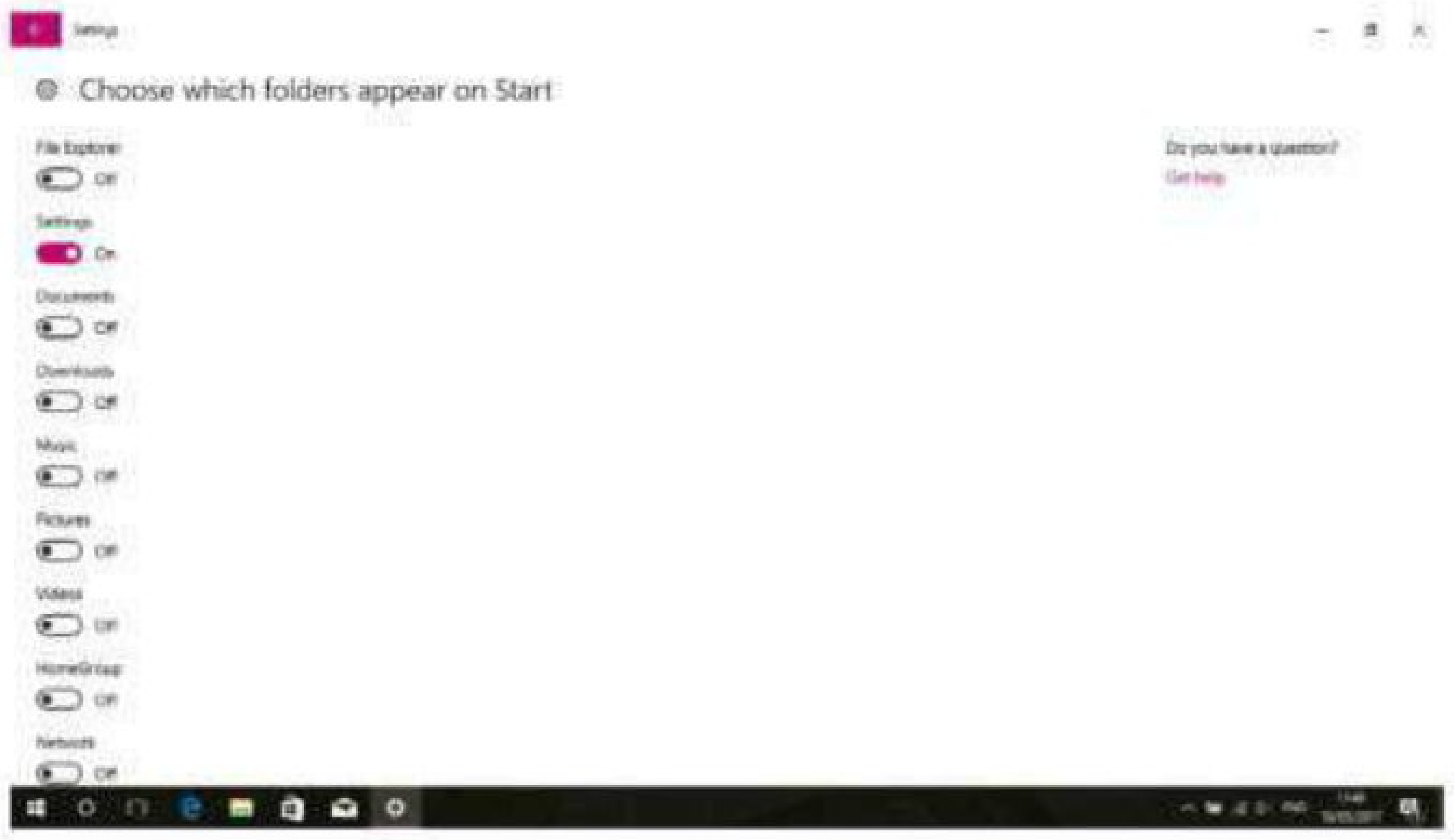
2
Size

To make space for all the customizing you can do to the Start menu, you can easily resize it to your liking. Just move your mouse pointer to the top-border or right-border of the Start Menu, the pointer will change into arrows, and you'll be able to increase or decrease height and width, dragging it out to completely fill the screen if you want to. This is particularly useful if you have a PC filled with programs that you access regularly.



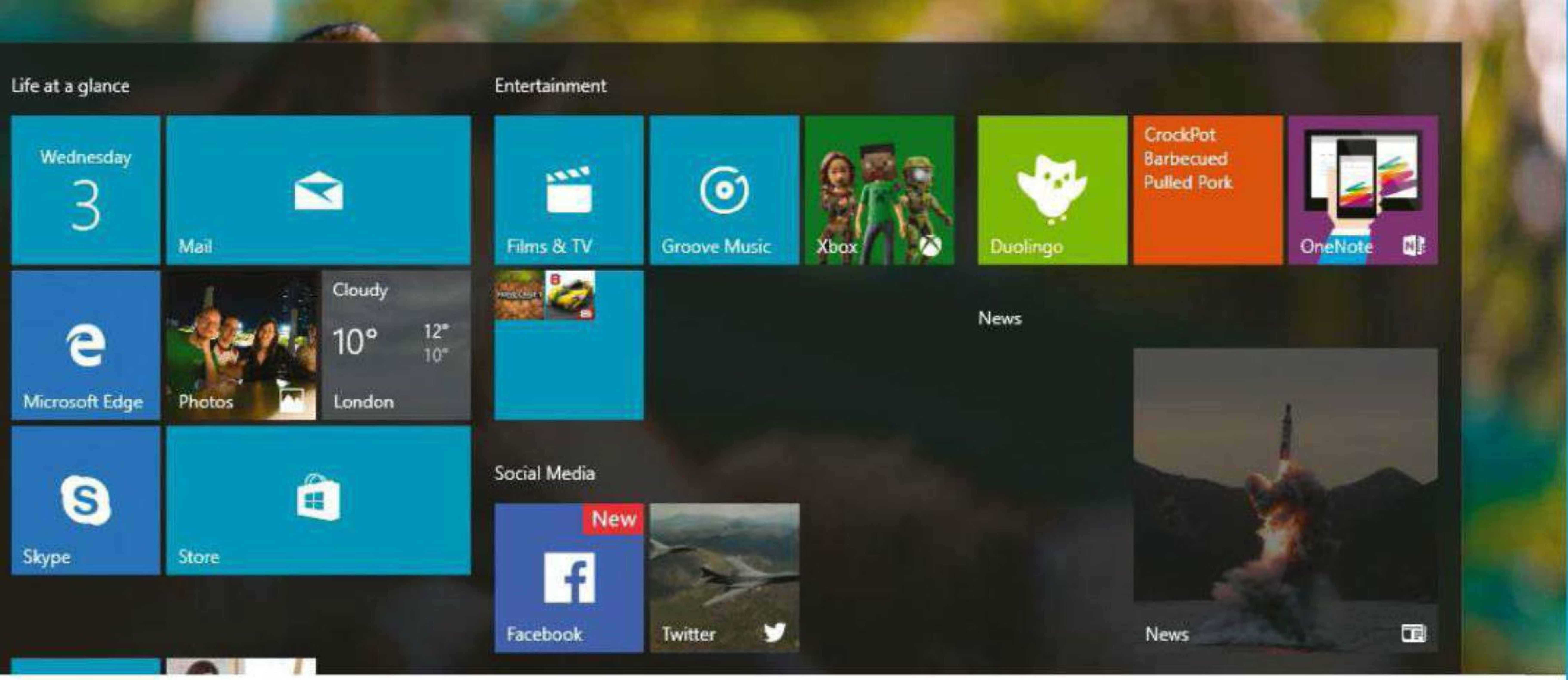
3
Folders and tiles

Your Start menu is made up of lists and tiles, and some of these can be shortcuts to folders such as Documents. Settings > Personalization > Start allows you to tinker with this, so if you never shoot videos you can prevent the empty Videos folder from taking up space on the menu. You can turn the links to the Settings window, and the one that opens an empty File Explorer window, on and off too.



4
Hide program lists

By default, the Start menu will show you lists of most used programs and most recently opened ones. This can end up repeating itself, so if you want to get rid of one or the other of the lists, or both, open up Settings > Personalization > Start, from where you'll be able to toggle the lists on or off. You can also prevent apps from appearing on the lists so you only get a view of the things you really need day to day.

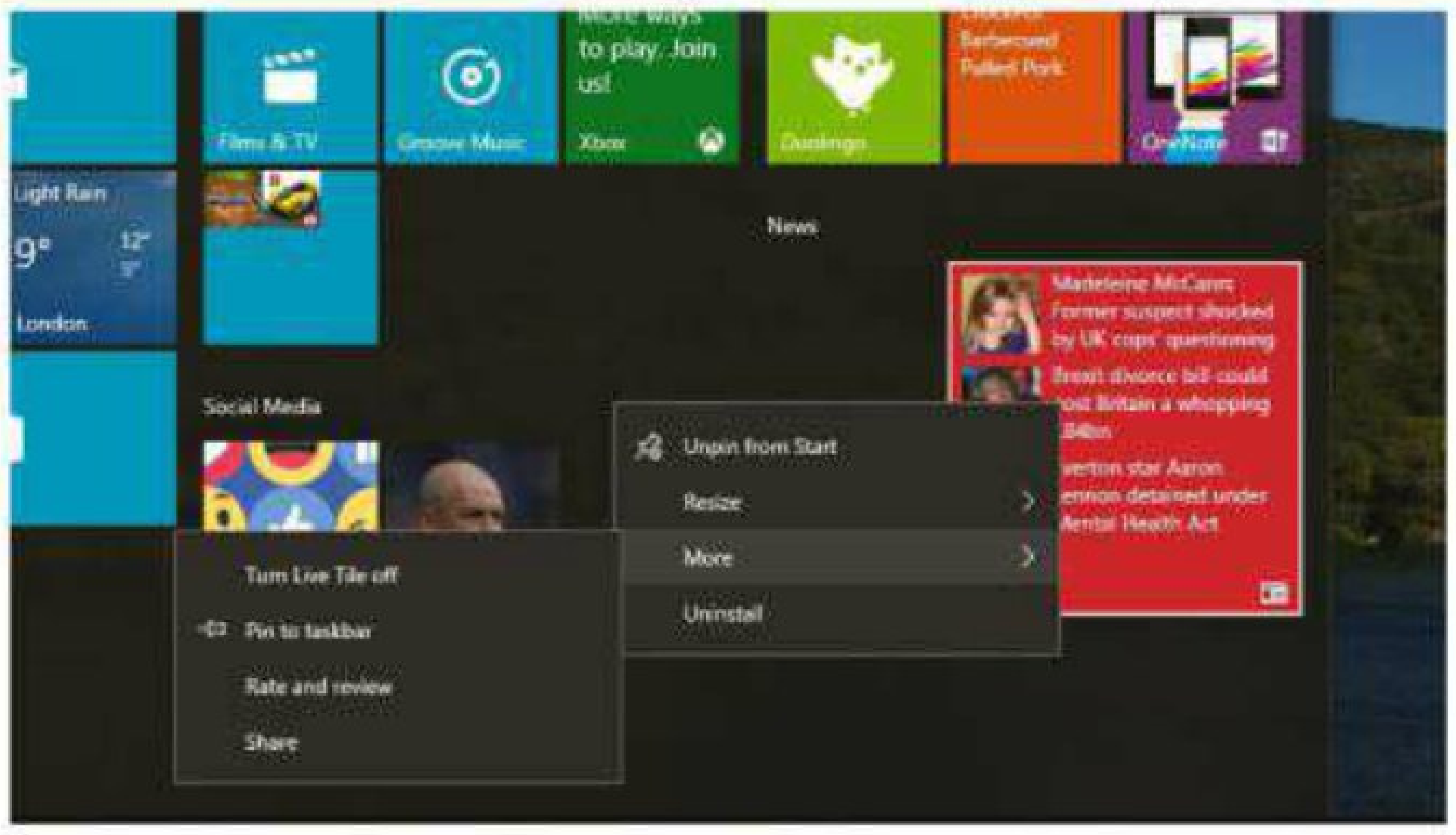

Life at a glance
Wednesday
3
Mail
Entertainment
Films & TV
Groove Music
Xbox
Duolingo
CrockPot Barbecued Pulled Pork
OneNote
Microsoft Edge
Photos
Cloudy
10°
12°
10°
London
News
Skype
Store
Social Media
New
Facebook
Twitter
News

Forecast
Peasedown St John, England
13°
Cloudy
Daily
Hourly
Summary
Details

5

Use it to search with

Hitting the Windows key on your keyboard to pop up the menu and just typing away is one of the fastest ways to search for anything in Windows 10. Just type a few characters and you'll get suggestions of apps and documents stored on your PC that match your initial query. You can also use the arrow keys on your keyboard to navigate the menu, if you'd rather not use the mouse.


Films & TV
Groove Music
Xbox
Duolingo
OneNote
News
Social Media
Unpin from Start
Resize
More
Uninstall
Turn Live Tile off
Pin to taskbar
Rate and review
Share

6

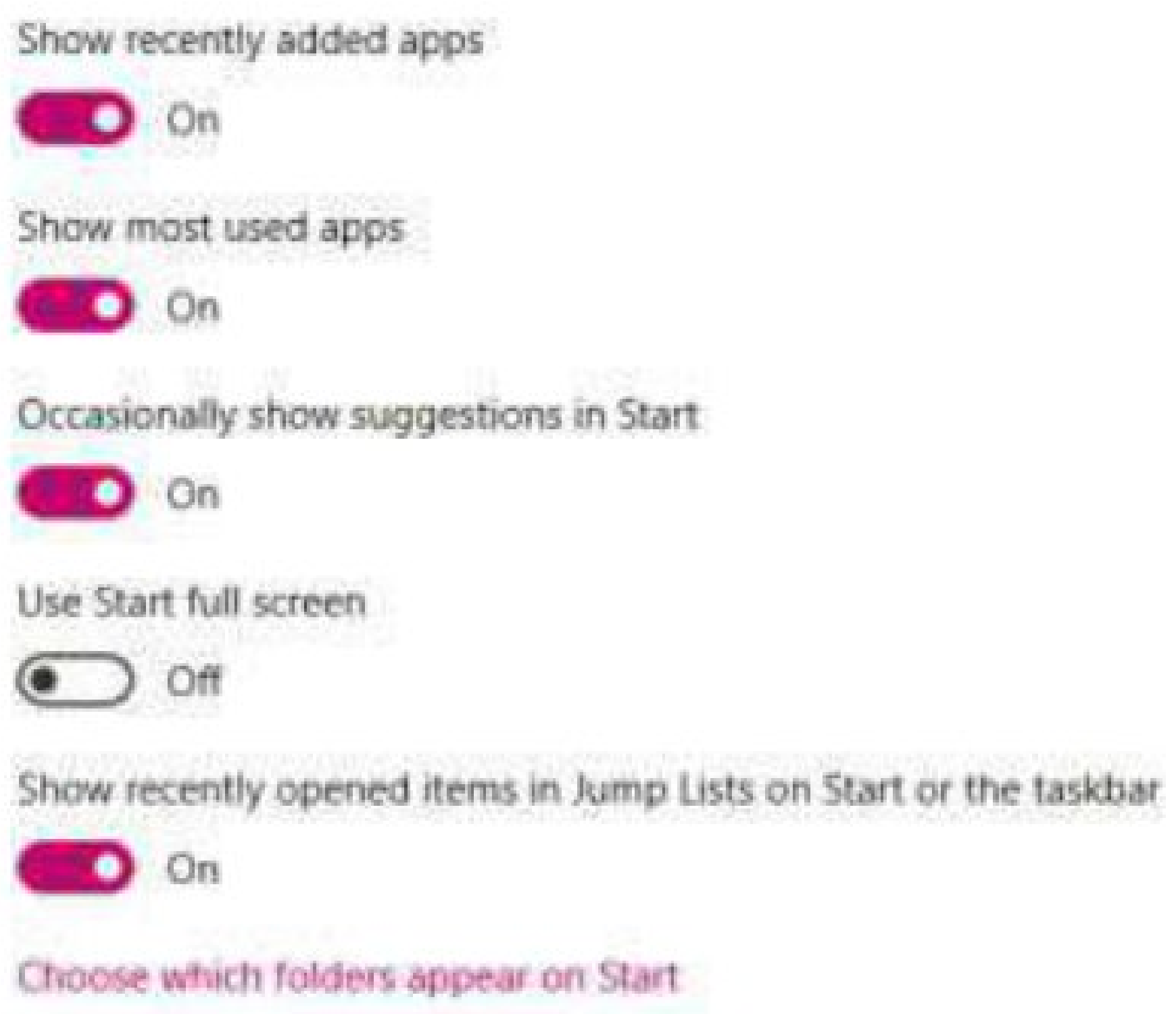
Live tiles

Live tiles are tiles that are constantly updated with data, usually gleaned over the internet to make them up-to-date. There's one for the Mail app that shows your most recent messages, one for the Weather app that uses your PC's location to tell you what's going on outside the window, and so on. If you find them distracting, you can turn them off by right-clicking them and choosing the appropriate option.

7

Pin tiles and shortcuts

If there's something you rely on being able to find quickly, but which gets lost in the lists and tiles of the Start menu, you can pin it so that it's always prominently placed. In fact, this works in exactly the same way as it has since Windows XP, with the pinned items sitting above the automatically populated lists on the menu. For even faster access, you can pin shortcuts to the taskbar too.



Show recently added apps
On

Show most used apps
On

Occasionally show suggestions in Start
On

Use Start full screen
Off

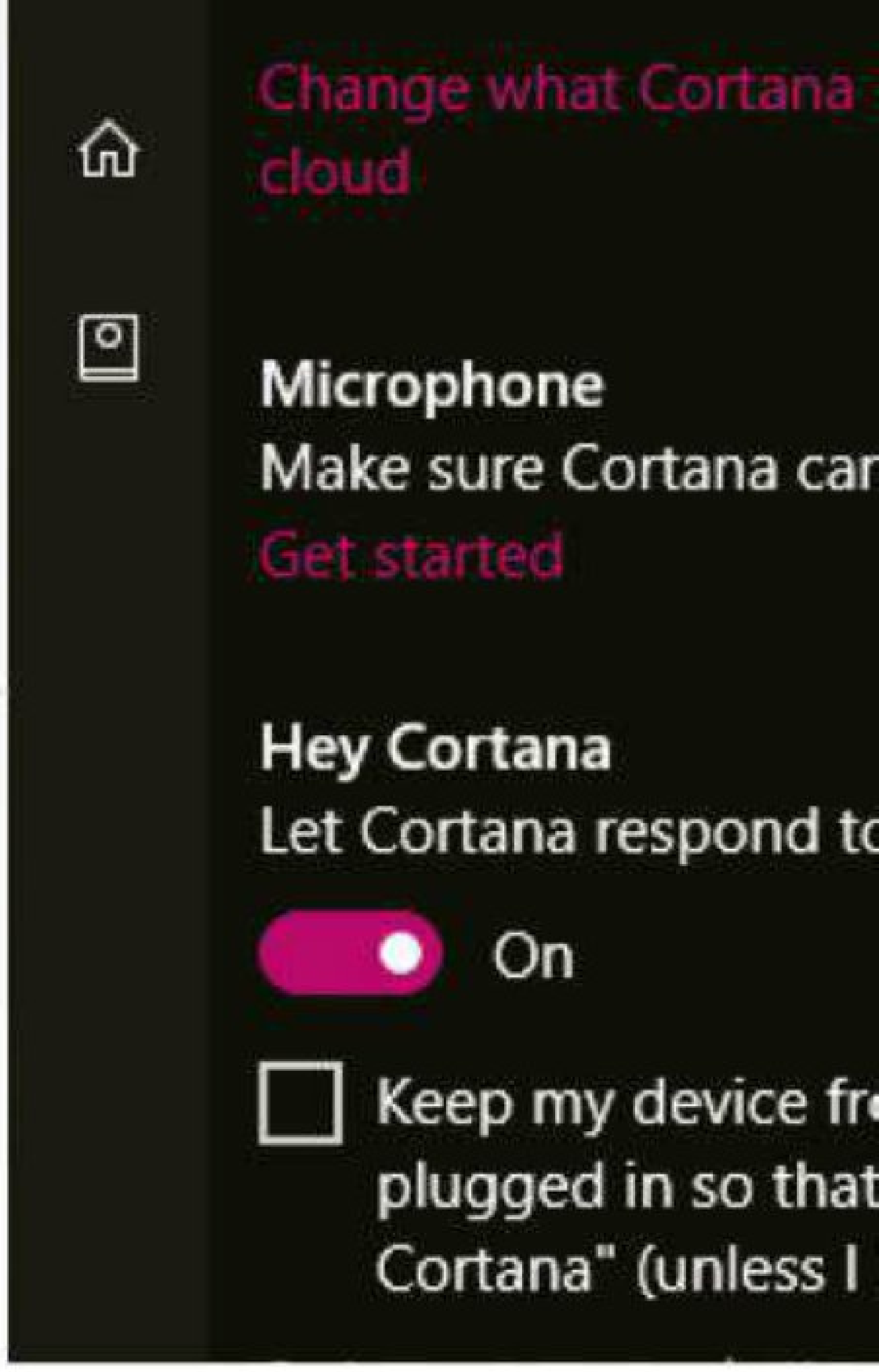
Show recently opened items in Jump Lists on Start or the taskbar
On

Choose which folders appear on Start

8

Bring back the Start screen!

It may have been almost universally mocked and reviled in Windows 8, but the fullscreen Start menu is still there in Windows 10, ready to block out all your work at a single accidental press of the Windows key! But, if you liked it, go to Settings > Personalization > Start and tick the box marked 'Use full-screen Start when in the desktop'. Note that wording: it now won't cover up your apps like it did in Windows 8.



Change what Cortana
cloud

Microphone
Make sure Cortana car
Get started

Hey Cortana
Let Cortana respond to

On

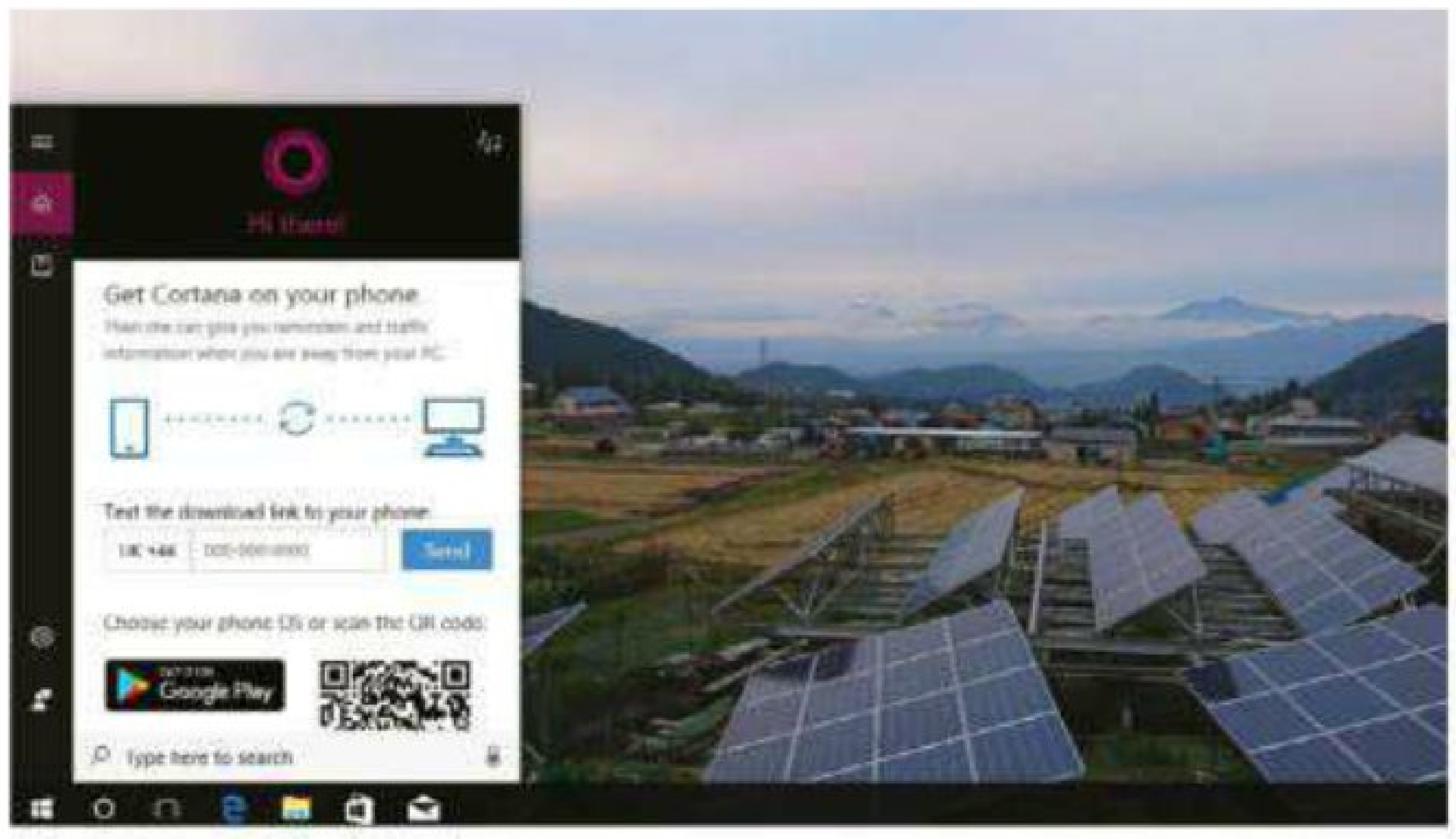
☐ Keep my device fr
plugged in so that
Cortana" (unless I

Get to know Cortana

Your digital pal will help you out and will only respond to your voice

Microsoft's digital personal assistant takes its name from a character in the Halo series of videogames. That incarnation of Cortana, an AI who is outwardly female (having been created from the brain patterns of a female scientist) and never seems to have been provided with quite enough clothes, can hack alien computer encryption and fly captured spaceships.

The Windows 10 version is perhaps a little less powerful, but comes in useful all the same. She can search using natural language terms, and by using voice activation just like Siri on your iPhone. And if the idea of voice controlling your PC alarms you, or perhaps your computer isn't equipped with a mic, then you can still interact with Cortana through the keyboard, typing your queries for Cortana to answer.



Hi there!

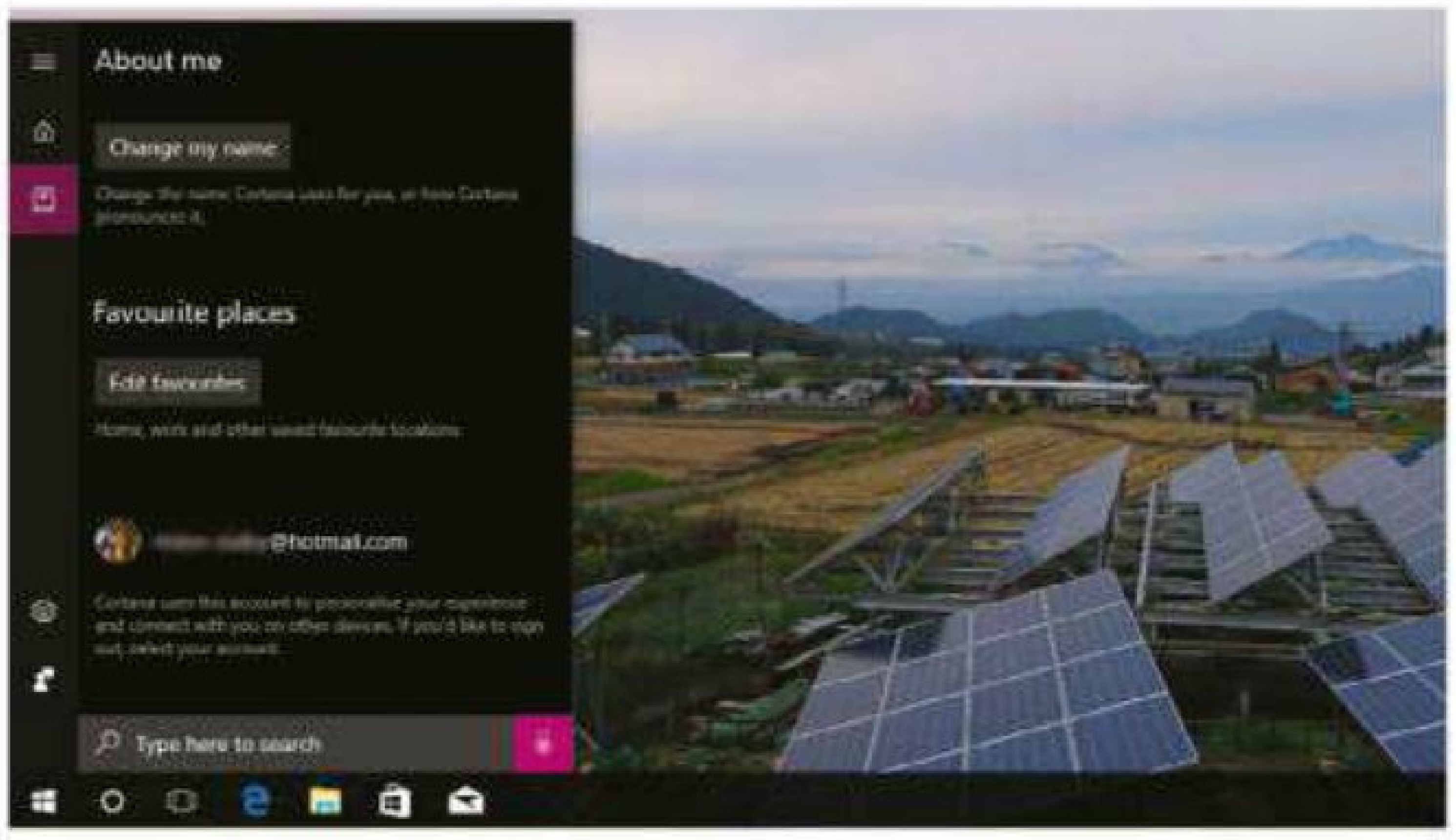
Get Cortana on your phone

Text the download link to your phone

Choose your phone OS or scan the QR code.

1
Set up

Depending on how your PC has been configured, you may need to switch Cortana on in order to work with her. The first time you try to search your PC, she'll ask if you want to use her. Say no, and the search box remains functional, but without the extra features Cortana brings. You'll need to be connected to the internet to use Cortana of course, because that's how results are queried and returned to you, just like Apple's Siri.



About me

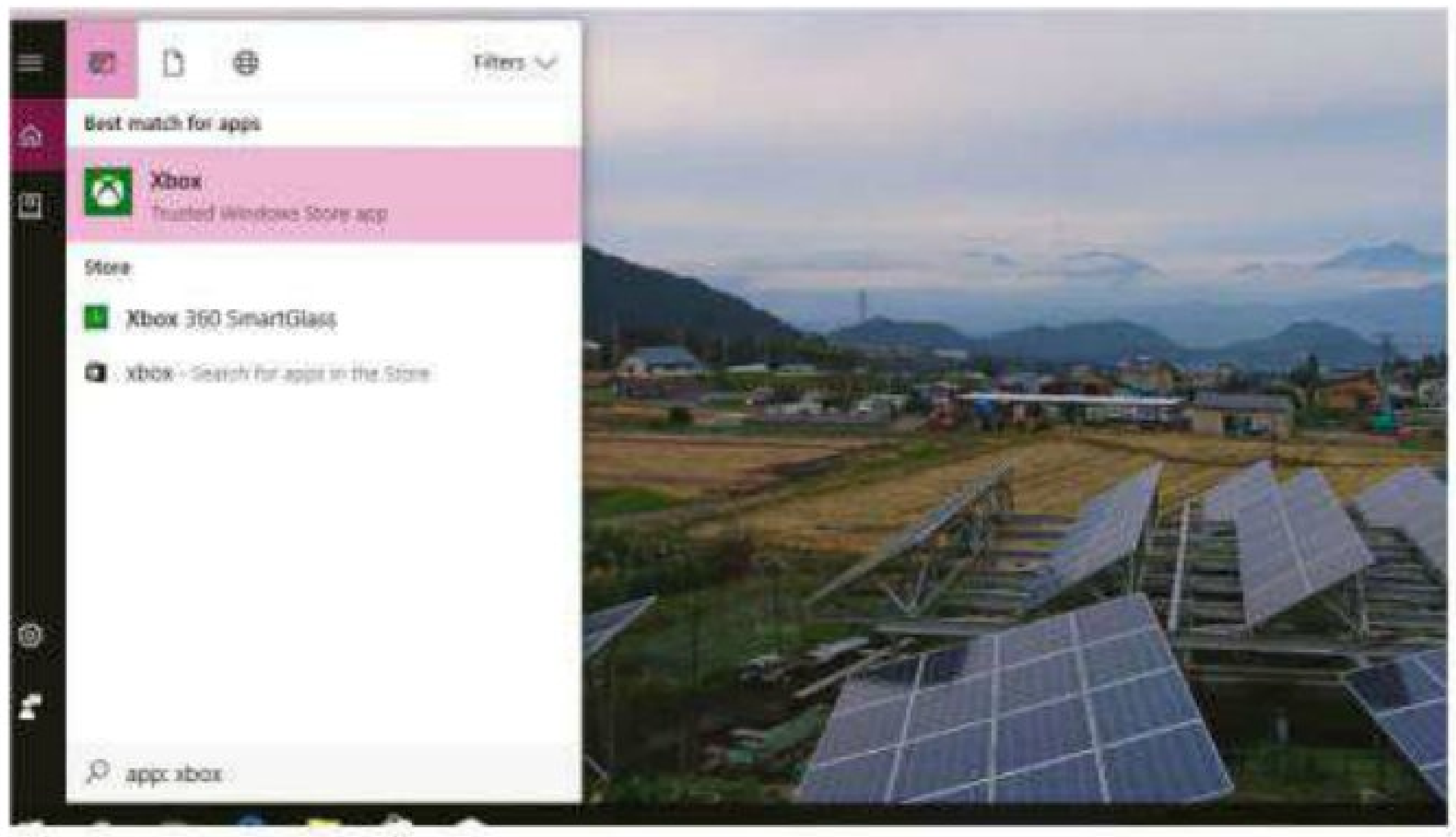
Favourite places

Home, work and other saved favourite locations.

@hotmail.com

2
Personalize Cortana

To make Cortana as useful as possible she needs to address you personally. Tell Cortana your name and where you live and she can adapt herself to you. If you've opted for her to speak results back to you, she'll call you by name and allow you to correct her pronunciation if she gets it wrong. Tell her your interests, and appropriate news snippets will appear when you open Cortana's panel. Do all this from the settings.



Best match for apps

Xbox
Trusted Windows Store app

Store

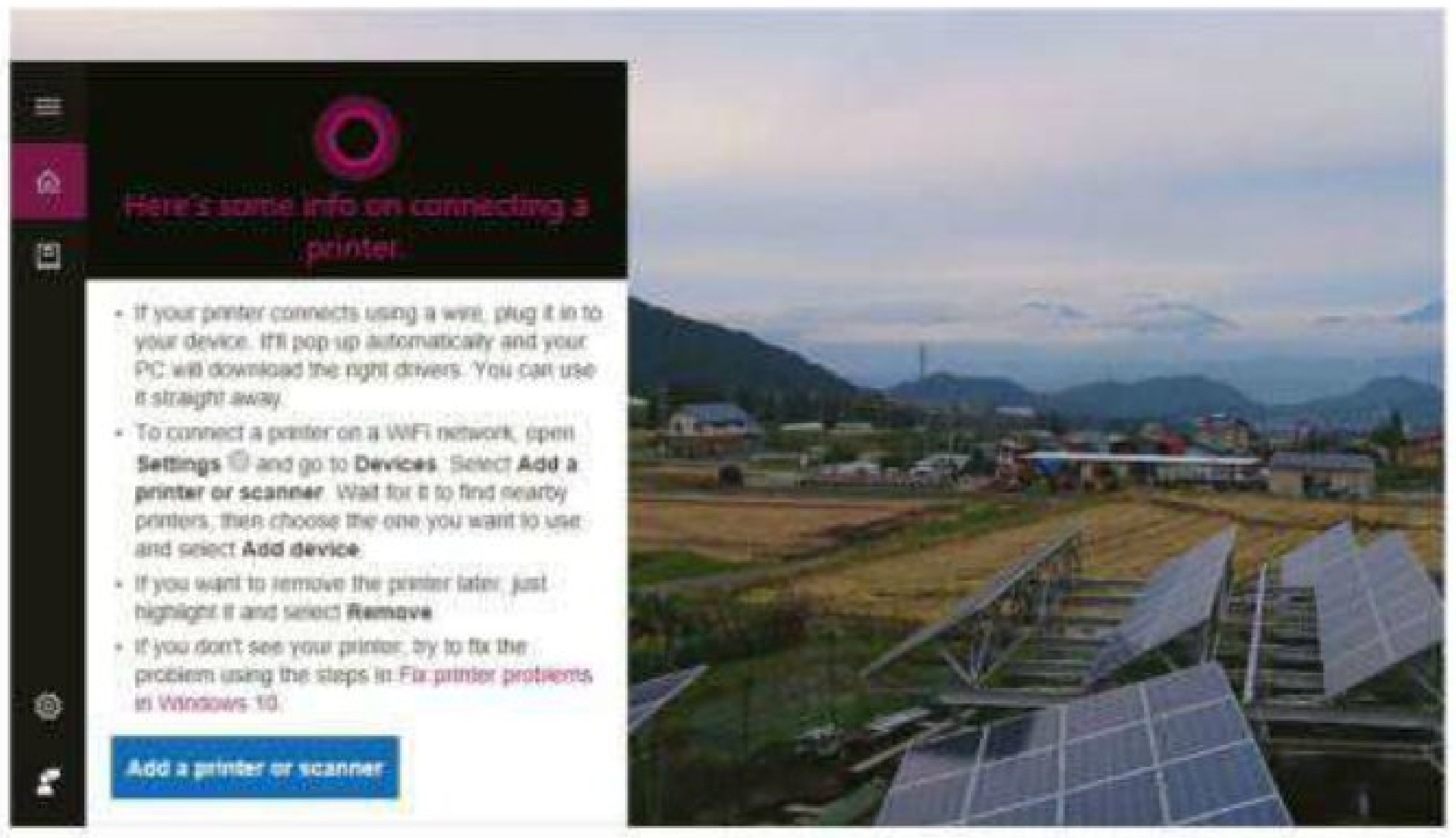
Xbox 360 SmartGlass

xbox - Search for apps in the Store

app: xbox

3
Narrow down your search

To stop Cortana searching things she doesn't need to, and speed up the return of those internet results, you can tell her exactly what you're looking for, which is great when it comes to finding apps and files in particular. So if it's definitely an app you need, rather than a picture or video, start your search query with 'app:'. If it's a setting, type 'setting:'. For a document… you get the idea. You can force a web search with 'web:' too.



Here's some info on connecting a printer.

- If your printer connects using a wire, plug it in to your device. It'll pop up automatically and your PC will download the right drivers. You can use it straight away.
- To connect a printer on a WiFi network, open **Settings** and go to **Devices**. Select **Add a printer or scanner**. Wait for it to find nearby printers, then choose the one you want to use and select **Add device**.
- If you want to remove the printer later, just highlight it and select **Remove**.
- If you don't see your printer, try to fix the problem using the steps in Fix printer problems in Windows 10.

4
Use Cortana for tech support

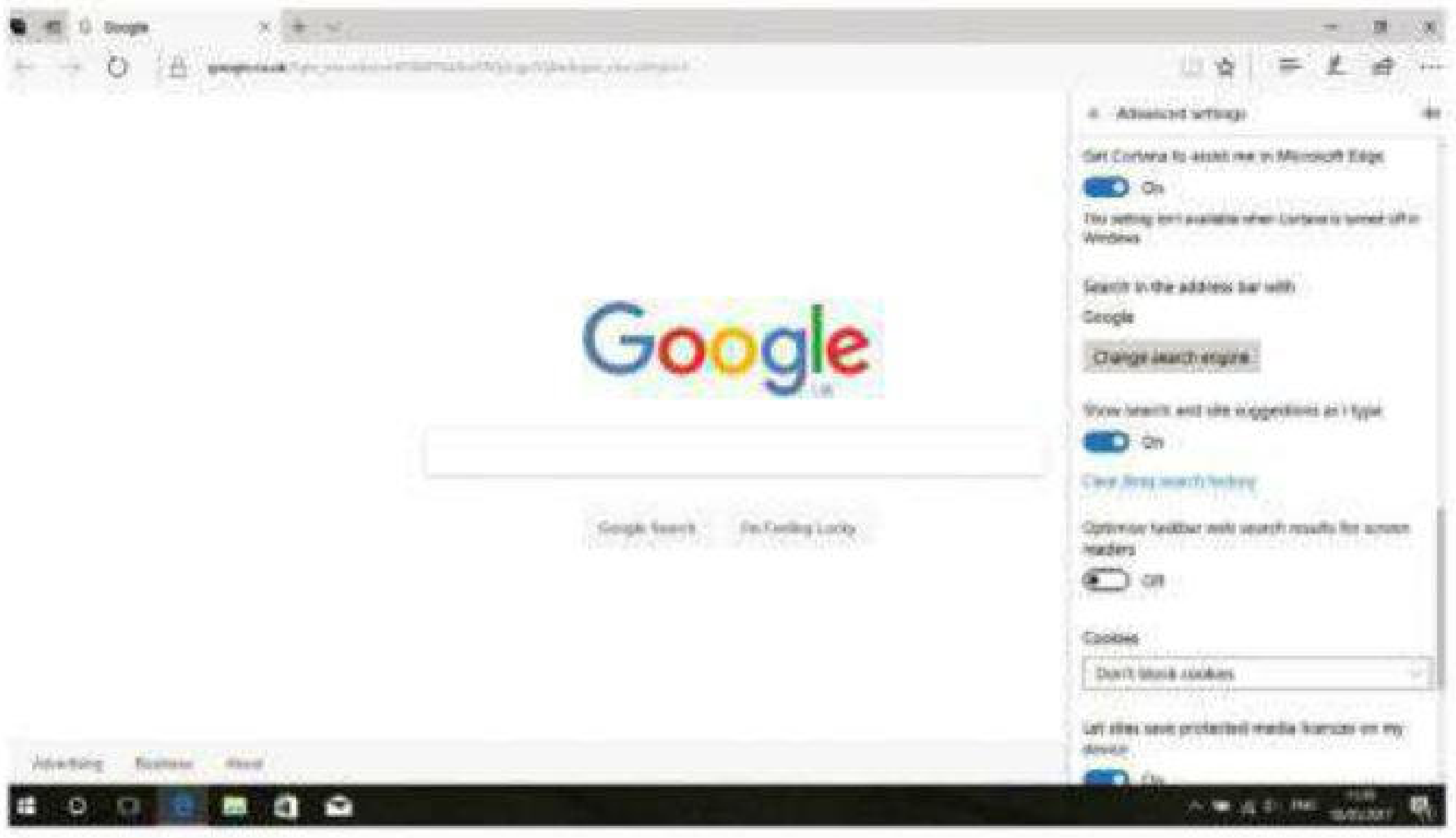
If there's something you want to know how to do in Windows 10, a publication like this one can help of course. If you need to know really quickly, try asking Cortana instead. Type your query in, and it will appear in the list of results under 'Can I help?'. Clicking this gets you the Microsoft help files, and in the case of many common tasks a walkthrough will show you how it's done. Don't forget the tips on these pages though!

knows about me in the

hear me.

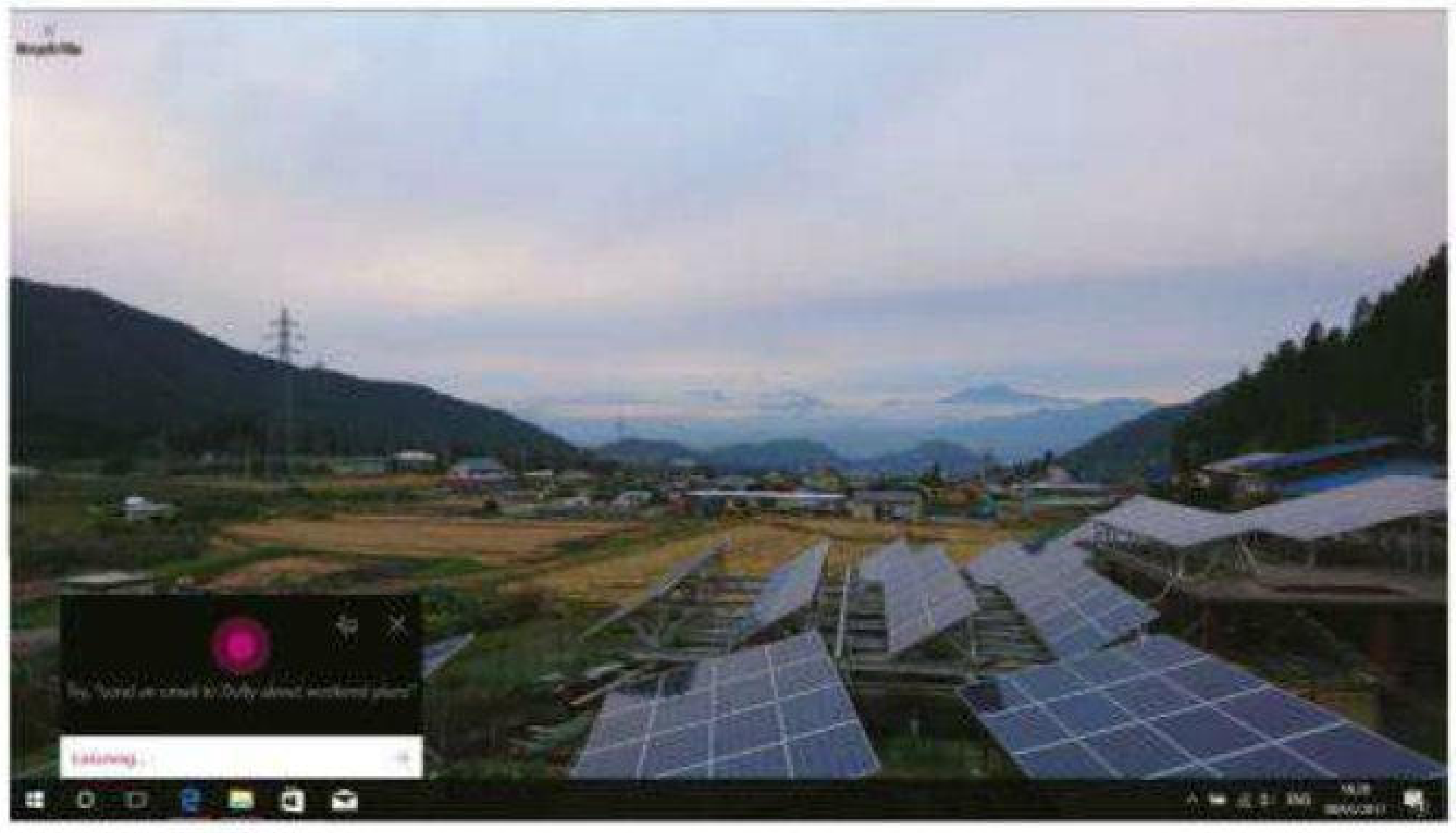
"Hey Cortana"

om sleeping when it is
I can always say "Hey
turn it off myself)


Google
Advanced settings
Change search engine
Cookies
Don't block cookies

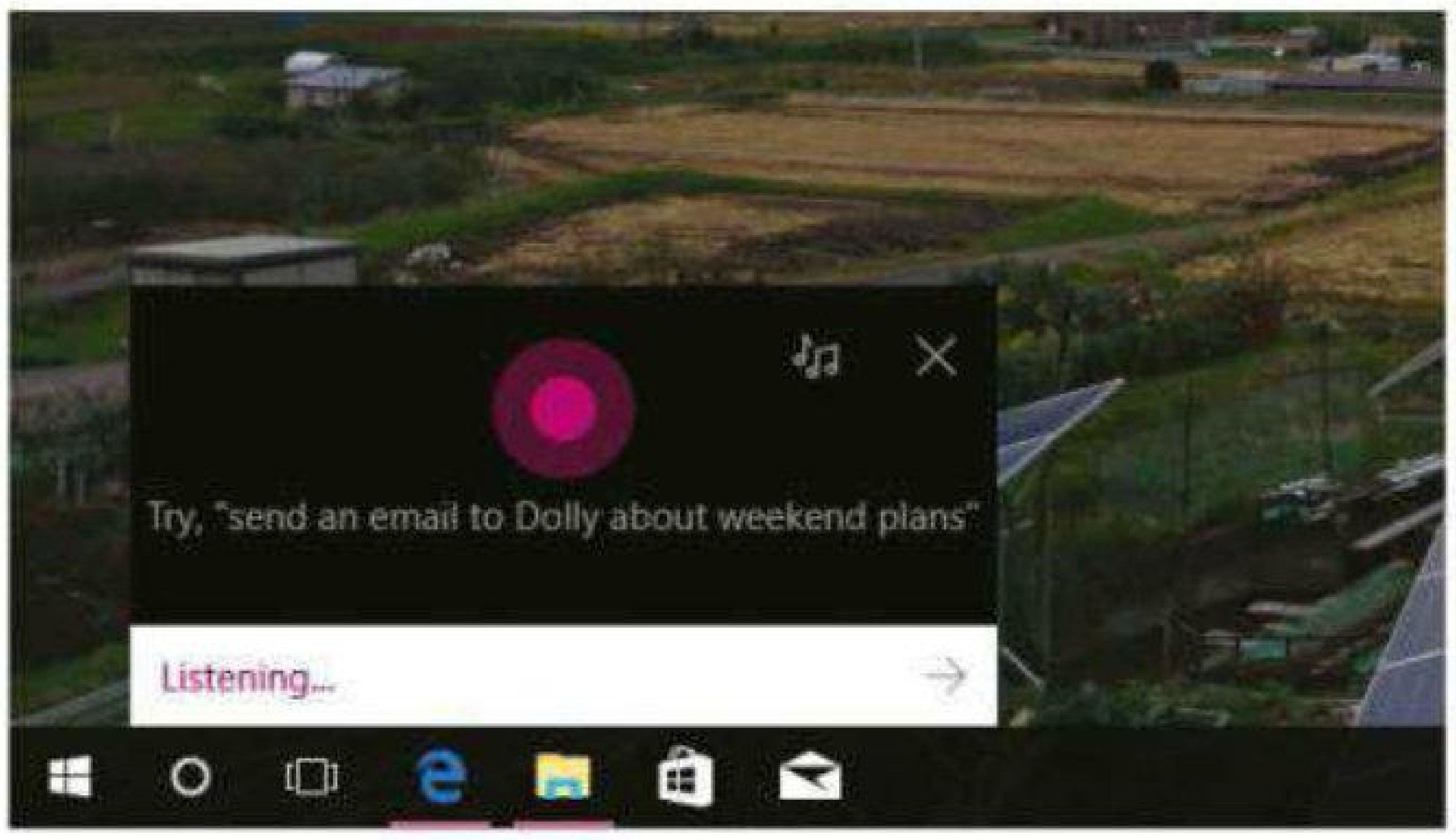
5
Use Cortana in Edge

Cortana can also help you as you browse the internet. To enable it in Microsoft Edge, go to Settings > Advanced Settings > View Advanced Settings and under 'Privacy and Services' enable 'Have Cortana Assist Me in Microsoft Edge'. Now, as you explore the web, you'll get helpful additions such as song lyrics if you're listening to music, or links to apps if the site you're using has one.



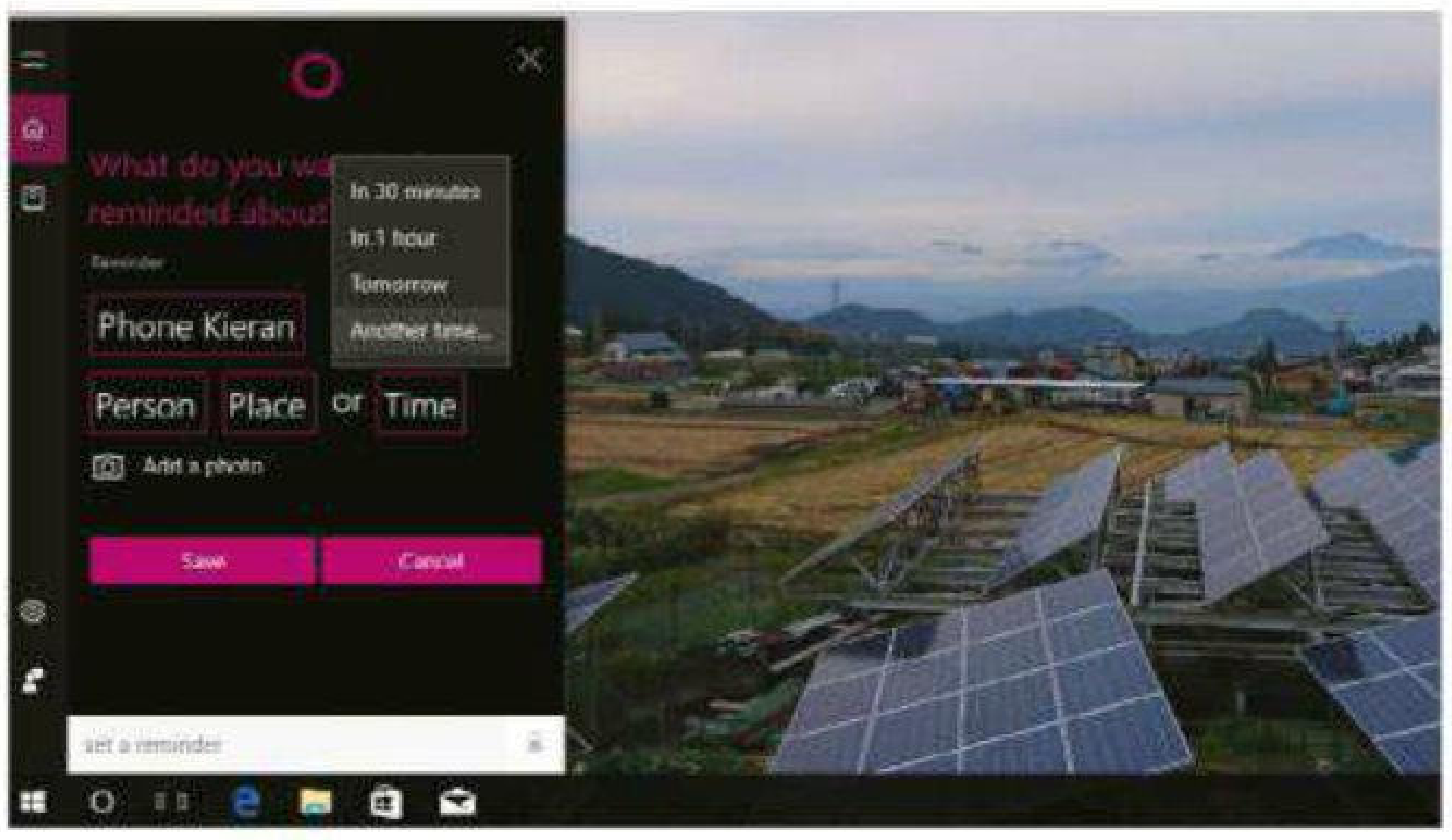
6
Use voice commands

Click the mic icon next to the search box or press WIN + C, and you can speak your questions and instructions to Cortana. You must have 'Search online' enabled in Cortana settings to use voice search, otherwize the mic icon disappears. If you select the option, she will respond to a cheery 'Hey Cortana' – but this will increase battery usage on portable devices, so is only worth turning on if you're sure you'll use it.


Try, "send an email to Dolly about weekend plans"
Listening...

7
Train Cortana to only reply to you

It's hilarious to shout 'Xbox off!' at someone else's Xbox with Kinect voice control switched on, shutting the box down in the middle of what its poor user was doing, so train Cortana to respond only to your voice by selecting the 'Learn my voice' option in Settings and speak the test phrases. You'll find that Cortana keeps learning anyway, so over time the more you use Cortana the better she will be at just about any task!


What do you wa
reminded about
Reminder
Phone Kieran
Person
Place
or
Time
In 30 minutes
In 1 hour
Tomorrow
Another time...
Add a photo
Save
Cancel
set a reminder

8
Use natural language to search

If you want to set yourself a reminder, you don't need to find a calendar app and input what you want to do, and when, just type or speak it into Cortana as you would when talking to someone. 'Remind me to take a screen break in an hour' or 'Remind me to buy my wife flowers on the way home' will trigger a notification at the appropriate time. Now there's no excuse to forget that meeting or important date again!

Be more productive in Windows 10

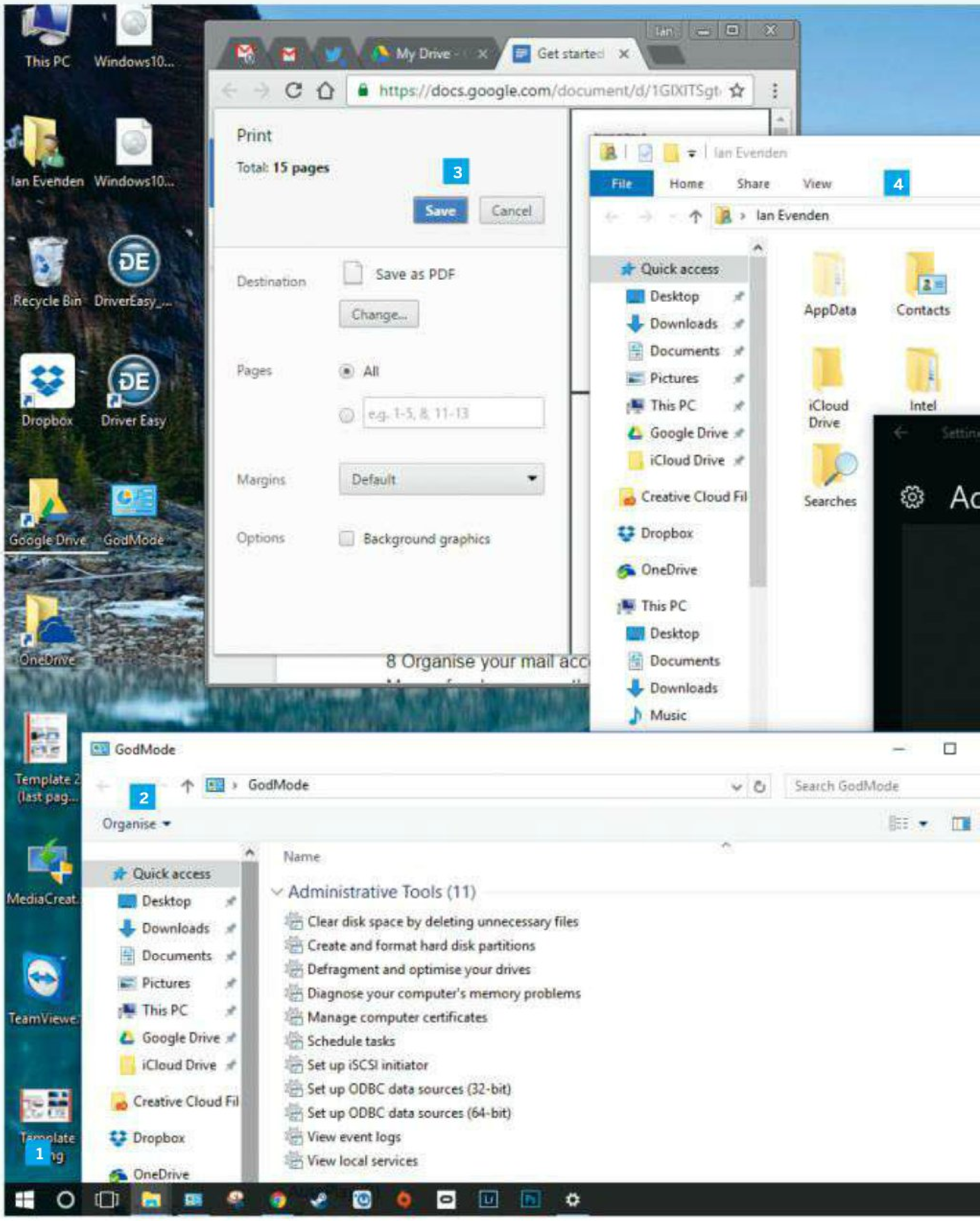
Follow these steps to make your daily experience a good one

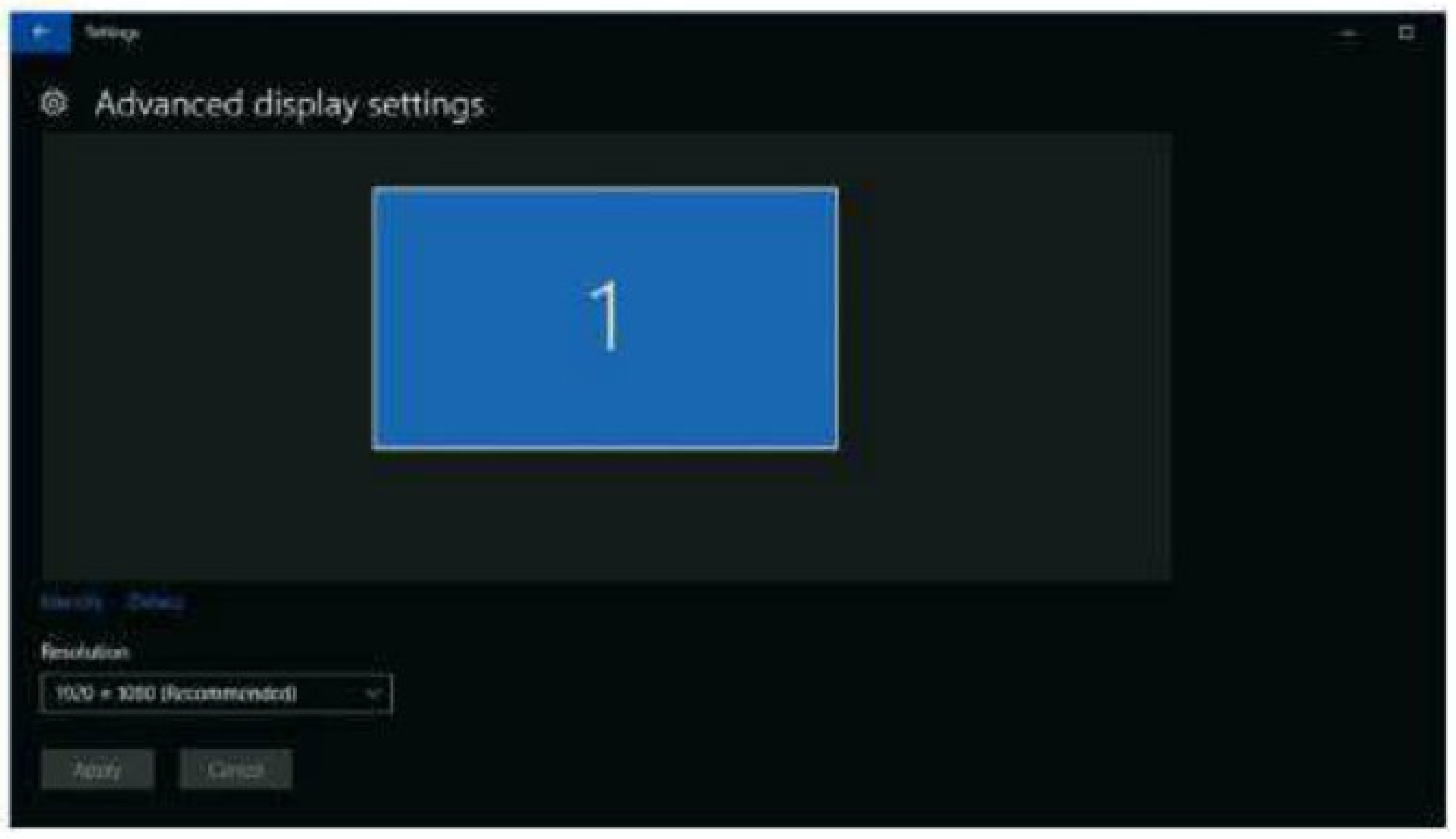
While it may be clothed in an interface that shows off the whizzy graphical effects possible on modern PCs, be home to the latest games and be a media playing powerhouse, Windows 10's basic intention is to let us get stuff done.

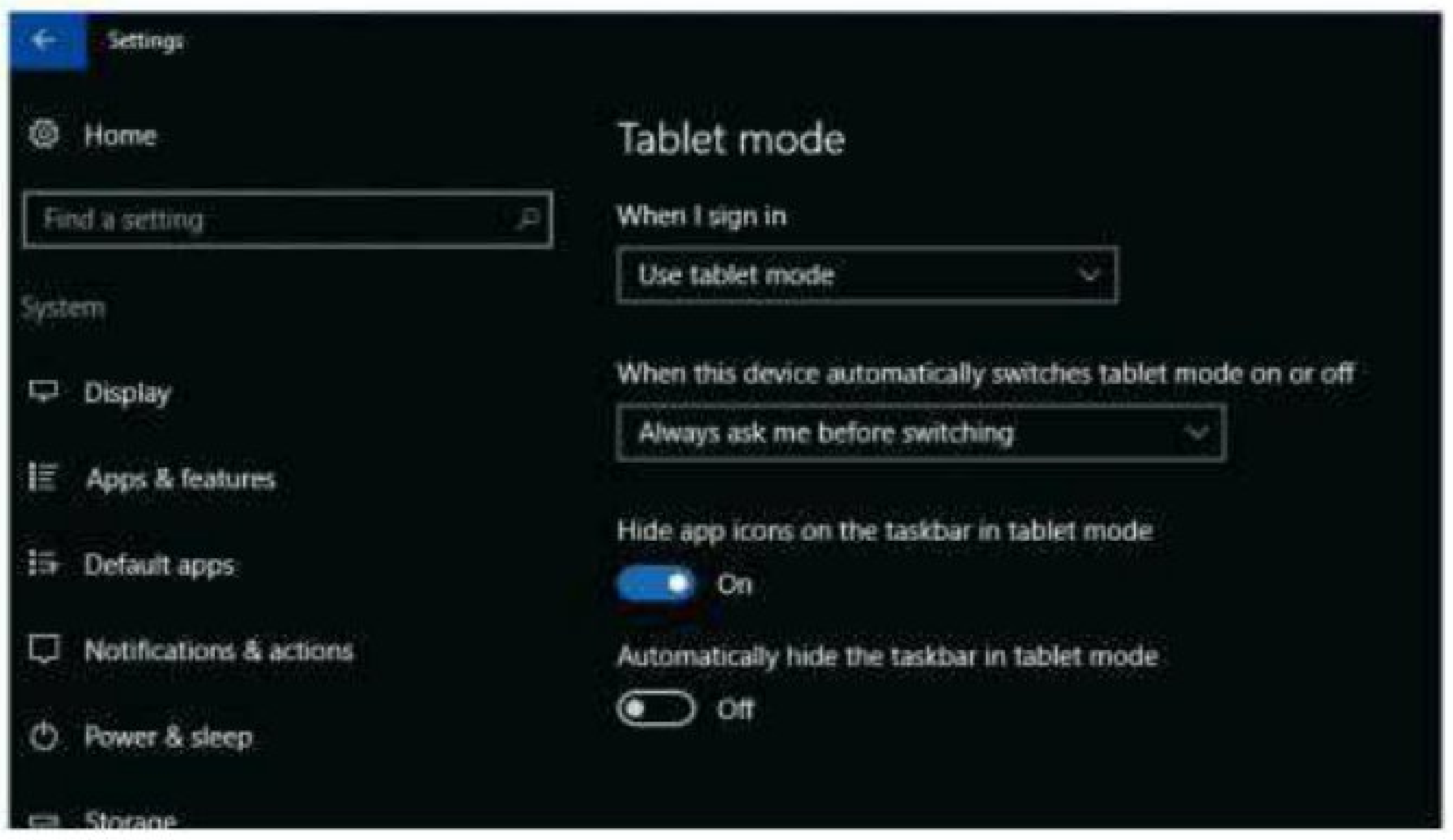
To this end, the best approach is to dive right in and start setting it up the way you want it, so you can find what you want in a split second rather than hunting through files and folders.

If Cortana isn't your thing, get rid of her! If you work best in a fullscreen app devoid of distractions, you can do that too! There are many ways to personalize your Windows experience and increase your productivity.

Take a look at the annotation on the right to see exactly the kind of great new things you can do to improve the way you work with your Windows 10 desktop. Then in the following walkthrough we'll explore in more detail how to make the most of your personalized desktop, make Windows backups and even how to better organize all your email accounts.


1
2
3
4
Print
Total: 15 pages
Save
Cancel
Destination
Save as PDF
Pages
All
Margins
Default
Options
Background graphics
GodMode
Administrative Tools (11)
Quick access
Ian Evenden


Advanced display settings
1
Resolution
1920 × 1080 (Recommended)
Apply
Cancel


Settings
Home
Find a setting
System
Display
Apps & features
Default apps
Notifications & actions
Power & sleep
Storage

Tablet mode

When I sign in: Use tablet mode

When this device automatically switches tablet mode on or off: Always ask me before switching

Hide app icons on the taskbar in tablet mode: On

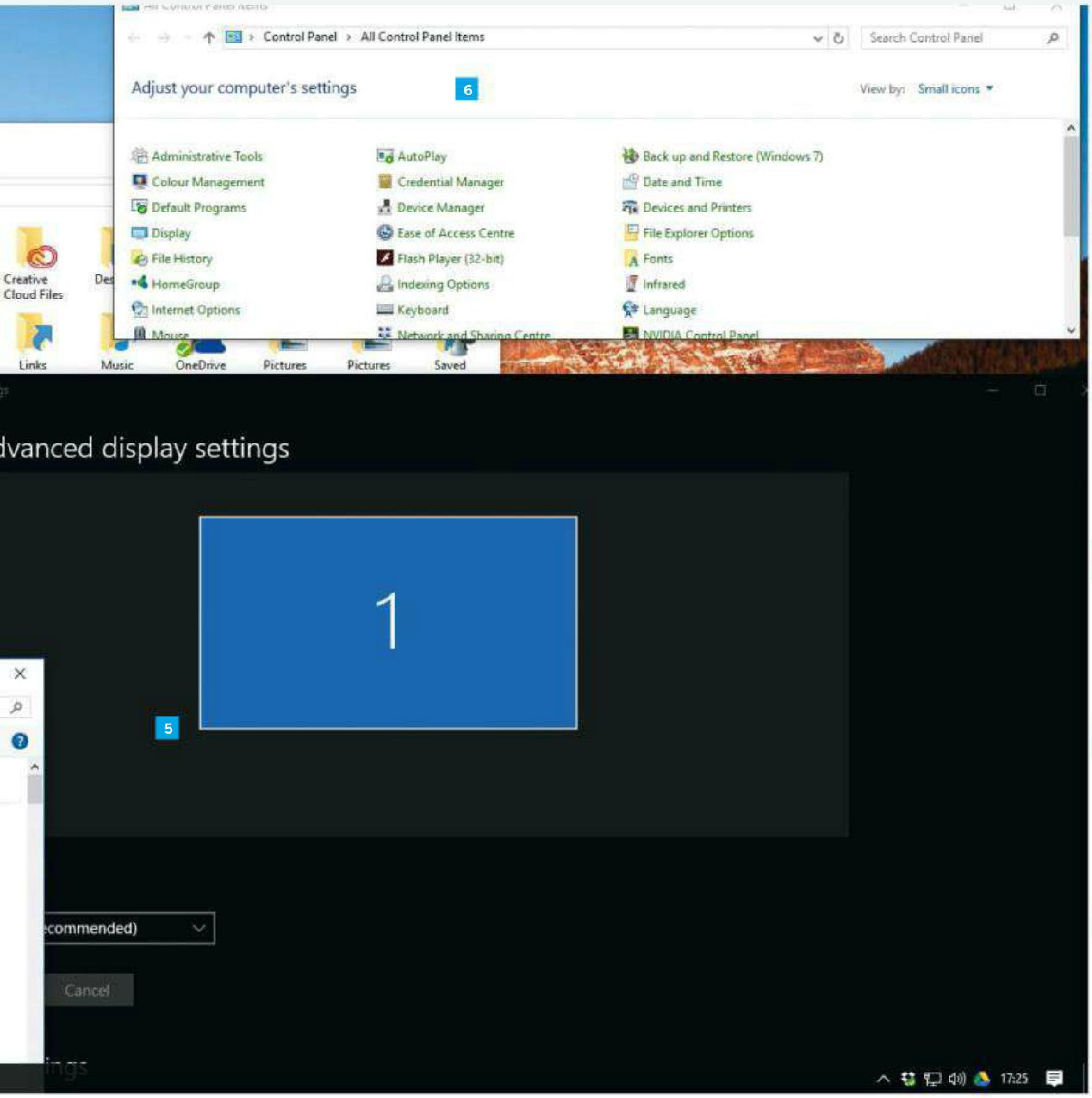
Automatically hide the taskbar in tablet mode: Off

1
Make the most of your screen

You'll be more productive, and things will look clearer, if your screen is running at its maximum resolution. To check this, you'll first need to know the resolution of your screen. Right click an empty area of the desktop, and select 'Display settings' from the menu that appears. Choose 'Advanced display settings' in the window that pops up, with a resolution menu. Choose the highest, or the setting that matches your screen.

2
Tablet Mode for convertible laptops

That fancy laptop that flips around and becomes a touchscreen tablet will be happier with an OS that plays to its strengths. Windows 10 has a Tablet Mode that makes it act more like Windows 8, with fullscreen apps and a Start screen. To get it, open the Settings app, go to System, and tell it to use Tablet mode the next time you sign in, and when to automatically switch from normal desktop mode to a tablet mode.


Control Panel > All Control Panel Items
Search Control Panel
Adjust your computer's settings
6
View by: Small icons
Administrative Tools
Colour Management
Default Programs
Display
File History
HomeGroup
Internet Options
Mouse
AutoPlay
Credential Manager
Device Manager
Ease of Access Centre
Flash Player (32-bit)
Indexing Options
Keyboard
Network and Sharing Centre
Back up and Restore (Windows 7)
Date and Time
Devices and Printers
File Explorer Options
Fonts
Infrared
Language
NVIDIA Control Panel
Creative Cloud Files
Links
Music
OneDrive
Pictures
Pictures
Saved
dvanced display settings
1
5
commended)
Cancel
ings
17:25

1

Cortana

Windows' digital assistant lives behind her own dedicated menu near the Start button.

2

God mode

This will collect all your Windows 10 settings in one place, saving you time as you don't have to look elsewhere.

3

Print as a PDF

Convert your documents to PDFs and anyone will be able to view them on any computer, even a phone.

4

Quick Access

Set this up so that the drives and folders you use most often are at the top. Just drag and drop.

5

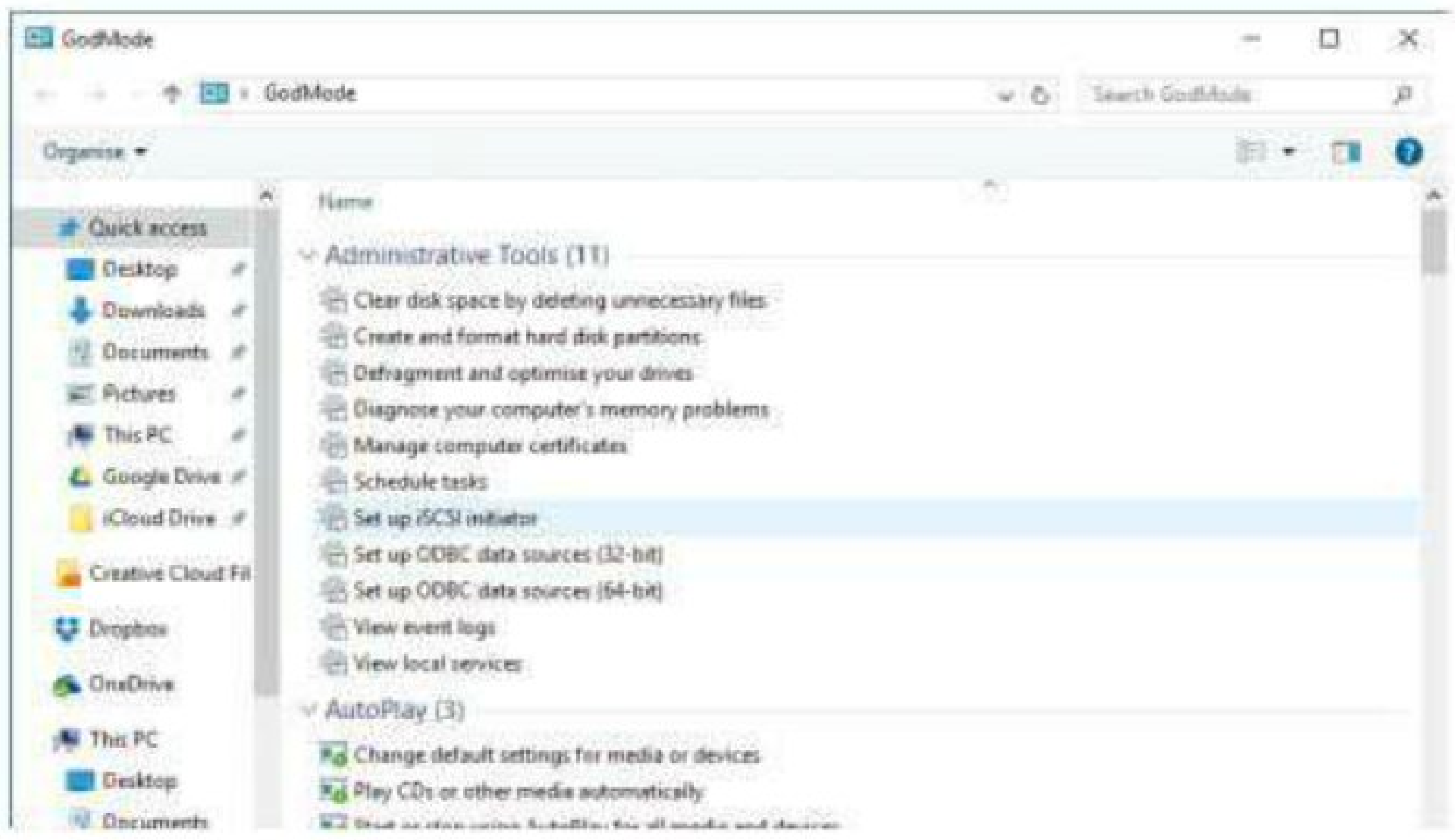
Resolution is key

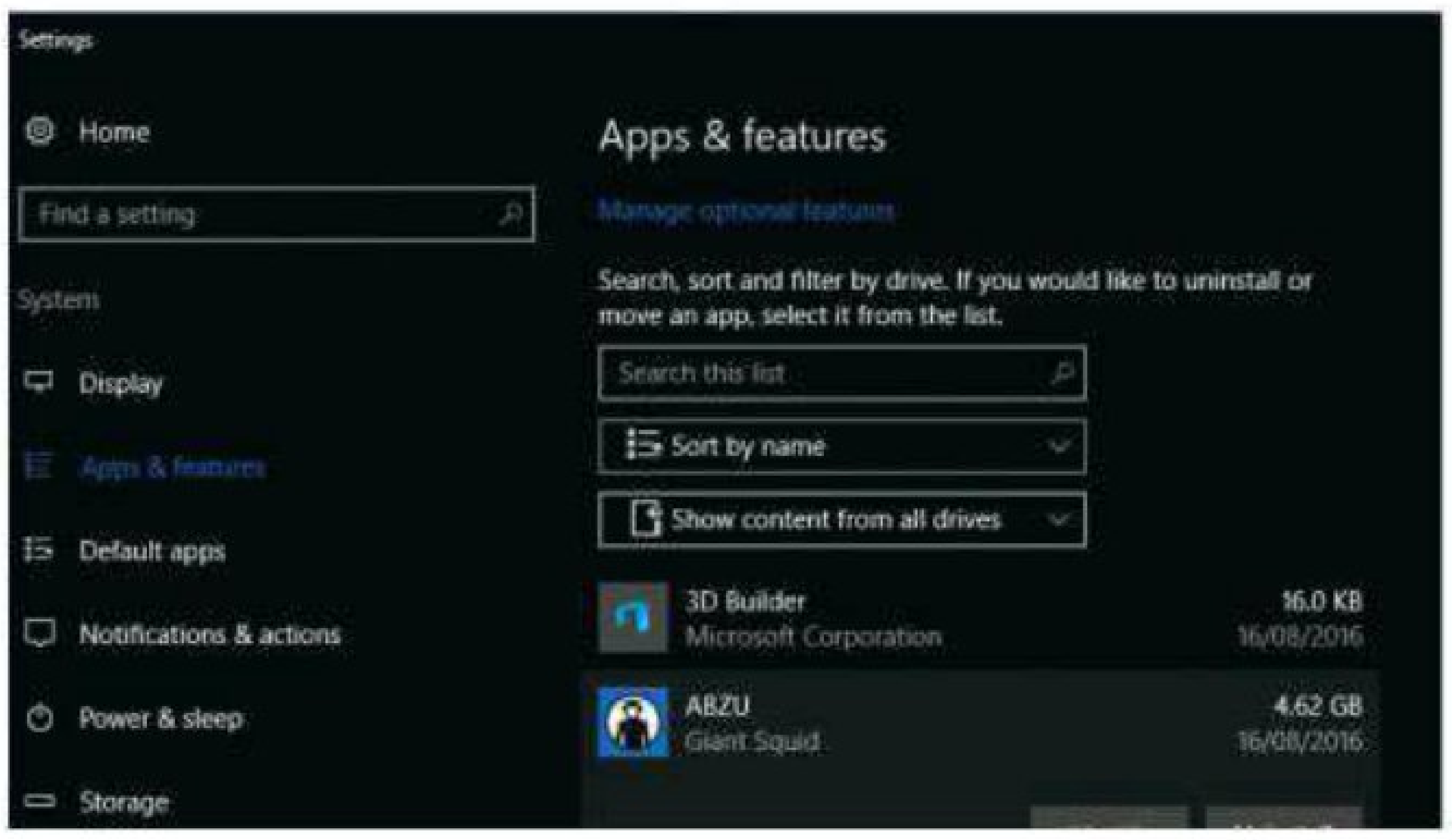
Setting up your screen correctly means you're as productive as possible, and it will help your eyesight too.

6

Control Panel

This has a slightly different function to the Settings app, and is slightly less user friendly, but contains powerful account options.


GodMode
GodMode
Search GodMode
Organise
Quick access
Desktop
Downloads
Documents
Pictures
This PC
Google Drive
iCloud Drive
Creative Cloud Fil
Dropbox
OneDrive
This PC
Desktop
Documents
Name
Administrative Tools (11)
Clear disk space by deleting unnecessary files
Create and format hard disk partitions
Defragment and optimise your drives
Diagnose your computer's memory problems
Manage computer certificates
Schedule tasks
Set up iSCSI initiator
Set up ODBC data sources (32-bit)
Set up ODBC data sources (64-bit)
View event logs
View local services
AutoPlay (3)
Change default settings for media or devices
Play CDs or other media automatically


Settings
Home
Find a setting
System
Display
Apps & features
Default apps
Notifications & actions
Power & sleep
Storage
Apps & features
Manage optional features
Search this list
Sort by name
Show content from all drives
3D Builder
Microsoft Corporation
16.0 KB
16/08/2016
ABZU
Giant Squid
4.62 GB
16/08/2016

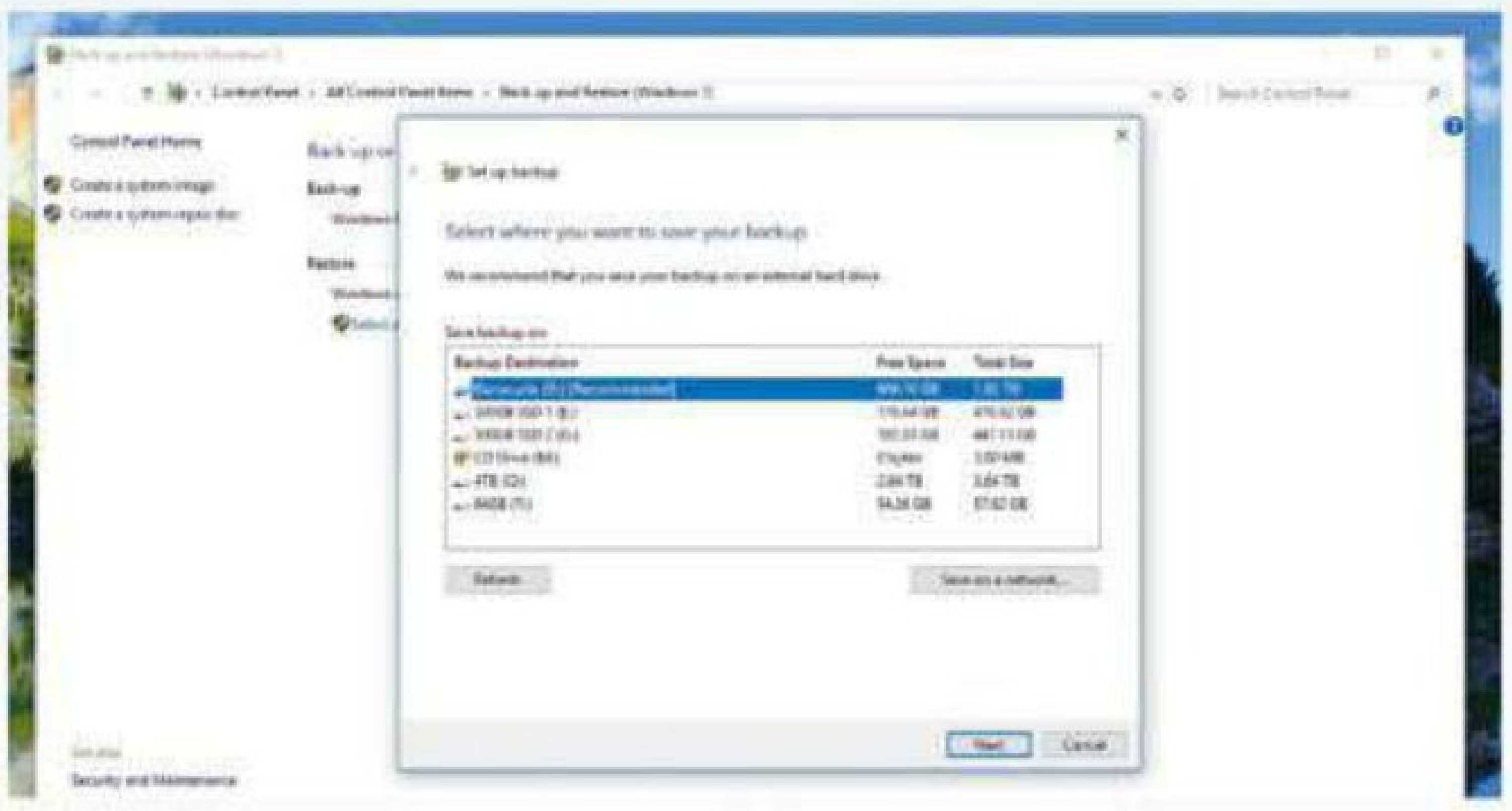
Search, sort and filter by drive. If you would like to uninstall or move an app, select it from the list.

3
God mode

Memorize this: GodMode.{ED7BA470-8E54-465E-825C-99712043E01C} – it's a code that will unlock a secret folder on your PC with all your settings in one place, to save time digging through the three different places they can be found. Create a new folder on your desktop, and rename it to that long code above. You can change 'GodMode' to anything you like, it becomes the name of the folder.

4
Uninstall programs

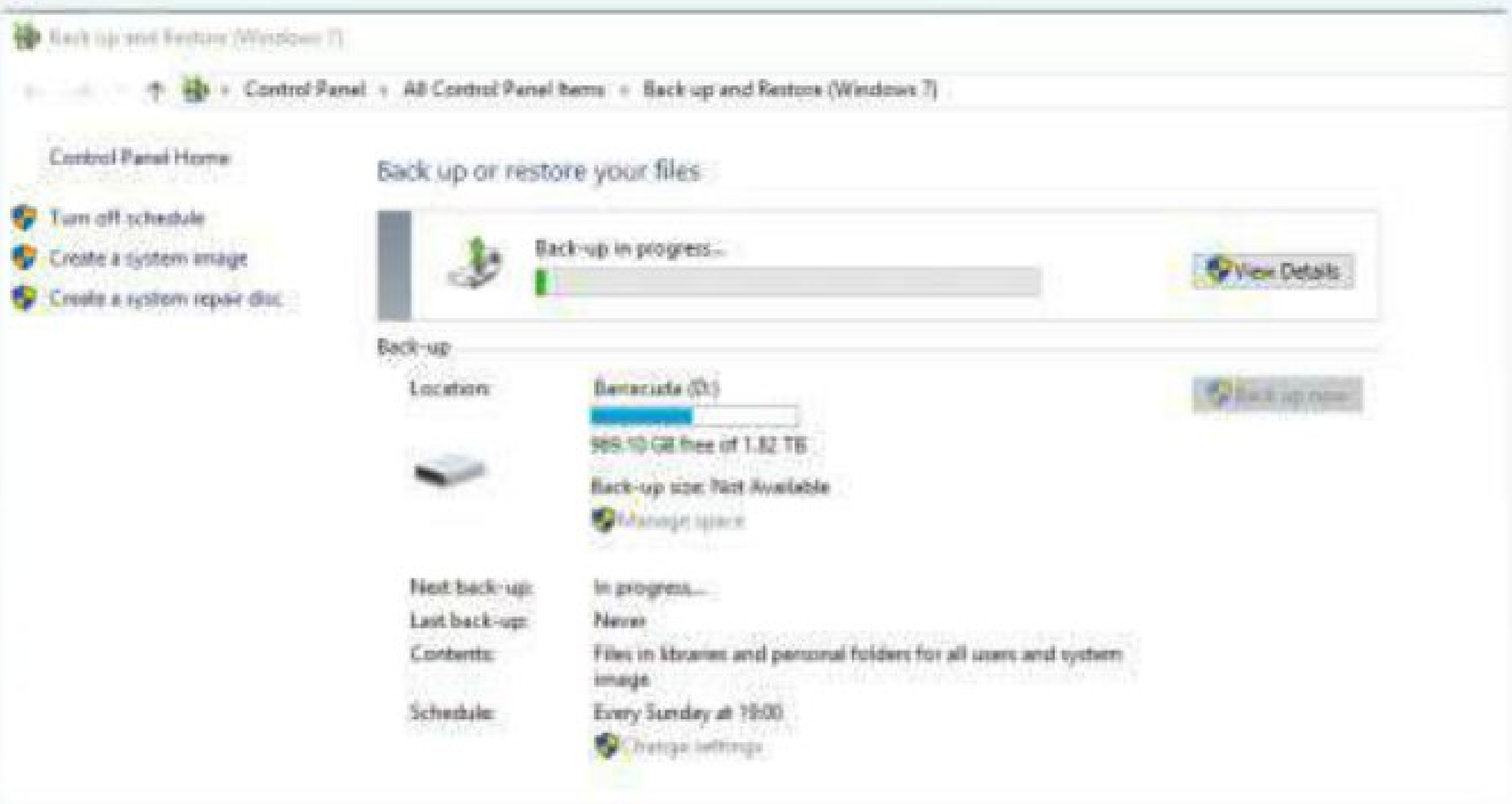
Uninstalling old and unused programs on your PC can be useful for freeing up storage space, and a PC with a full hard drive is a slow PC, particularly at startup. Simply go to Settings > System, then Installed Apps. Left-click on any apps that you don't need and select Uninstall to consign them to the bin. This can be especially useful if your PC came with manufacturer-installed bloatware that's just a pain and a waste of space.


Set up backup
Save backup on:
Refresh
Save on a network...
Next
Cancel

5

Create a system backup

You'll need in excess of 120GB of space on a separate drive or partition to make a backup of your entire operating system every week. Go to Settings, then Update & Security, then 'Back up' in the left-hand window. Click on the + button and select the partition or drive you want to use for your Windows backup. Then just click on 'More options' and Advanced settings to get the process underway...


Back up and Restore (Windows 7)
Control Panel › All Control Panel Items › Back up and Restore (Windows 7)
Control Panel Home
Turn off schedule
Create a system image
Create a system repair disc
View Details
Back up now
Manage space
Change settings

Back up or restore your files

Back-up in progress...

Back-up

Location: Barracuda (D:)

989.10 GB free of 1.82 TB

Back-up size: Not Available

Next back-up: In progress...

Last back-up: Never

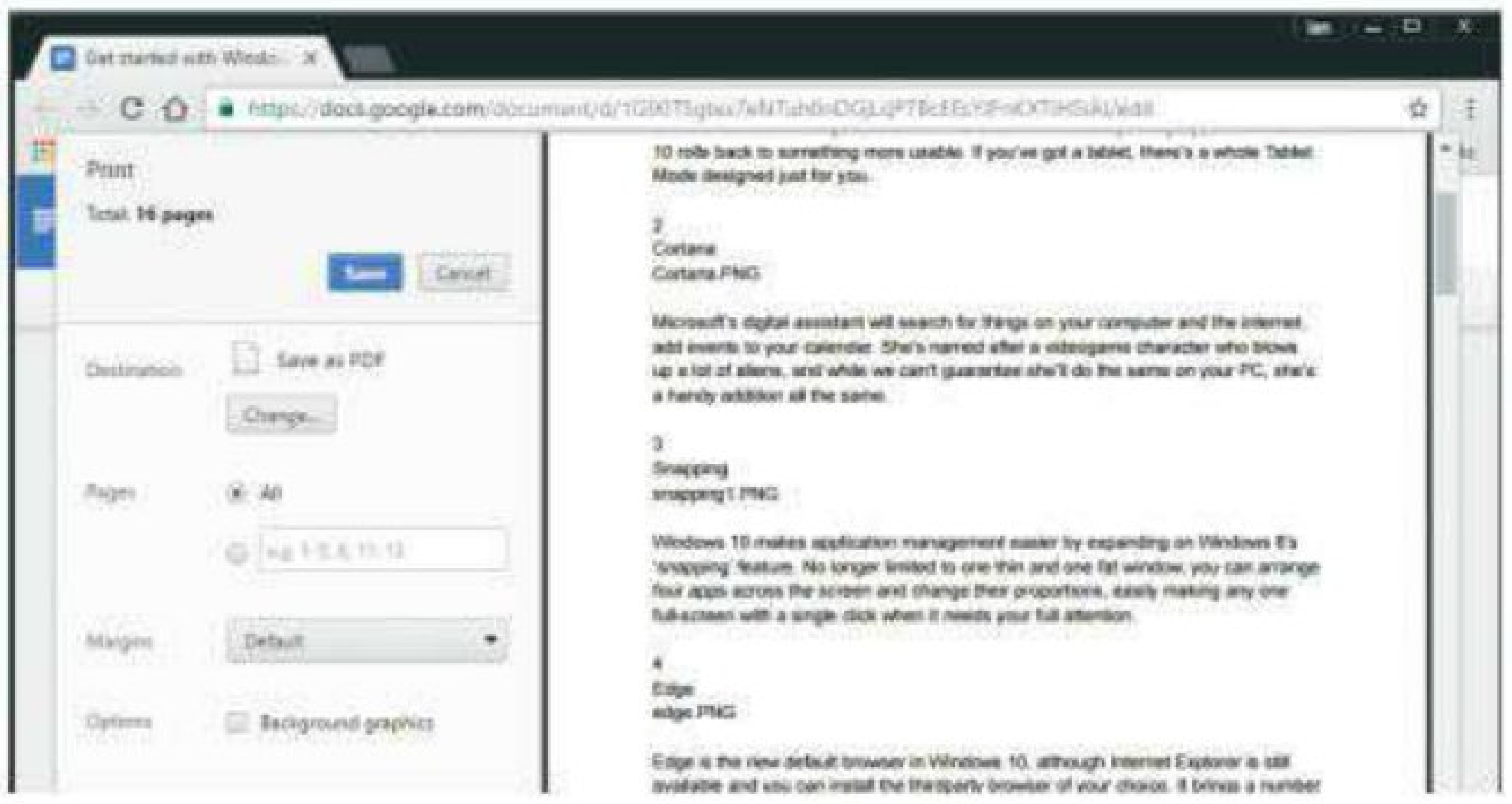
Contents: Files in libraries and personal folders for all users and system image

Schedule: Every Sunday at 19:00

6

Complete the backup

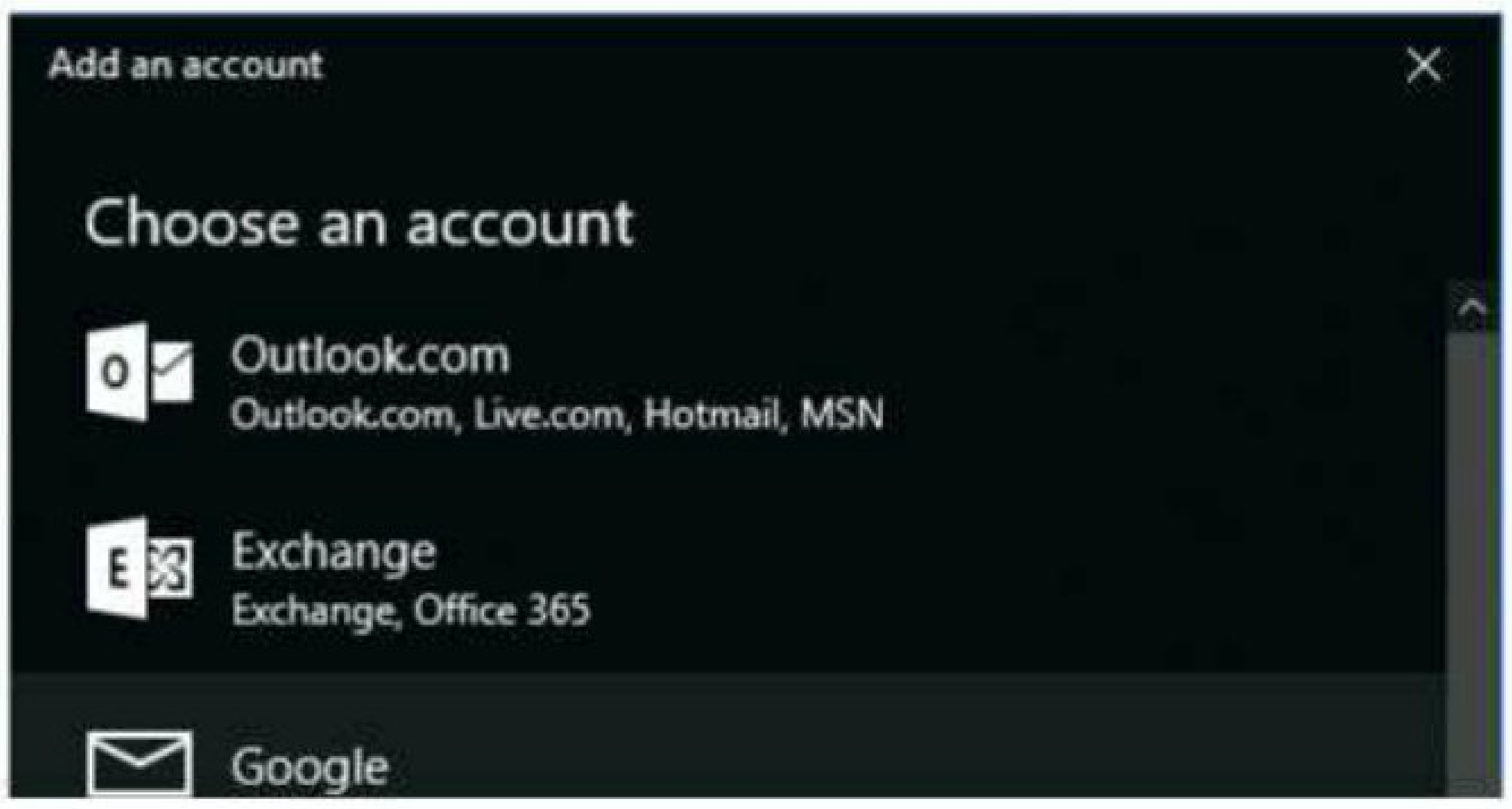
...Click 'System image backup' in the bottom-left corner, then 'Set up backup'. Highlight the drive you want to receive the system image (it shouldn't be your boot drive) and click Next. Select 'Let Windows choose' on the next screen, then press Next again. You can now set up a schedule for when Windows performs the backup, once a week is probably enough, especially if you run other backups, then press 'Save settings and run backup'.


Print
Total: 16 pages
Save
Cancel
Destination
Save as PDF
Change...
Pages
All
Margins
Default
Options
Background graphics

7

Print to PDF

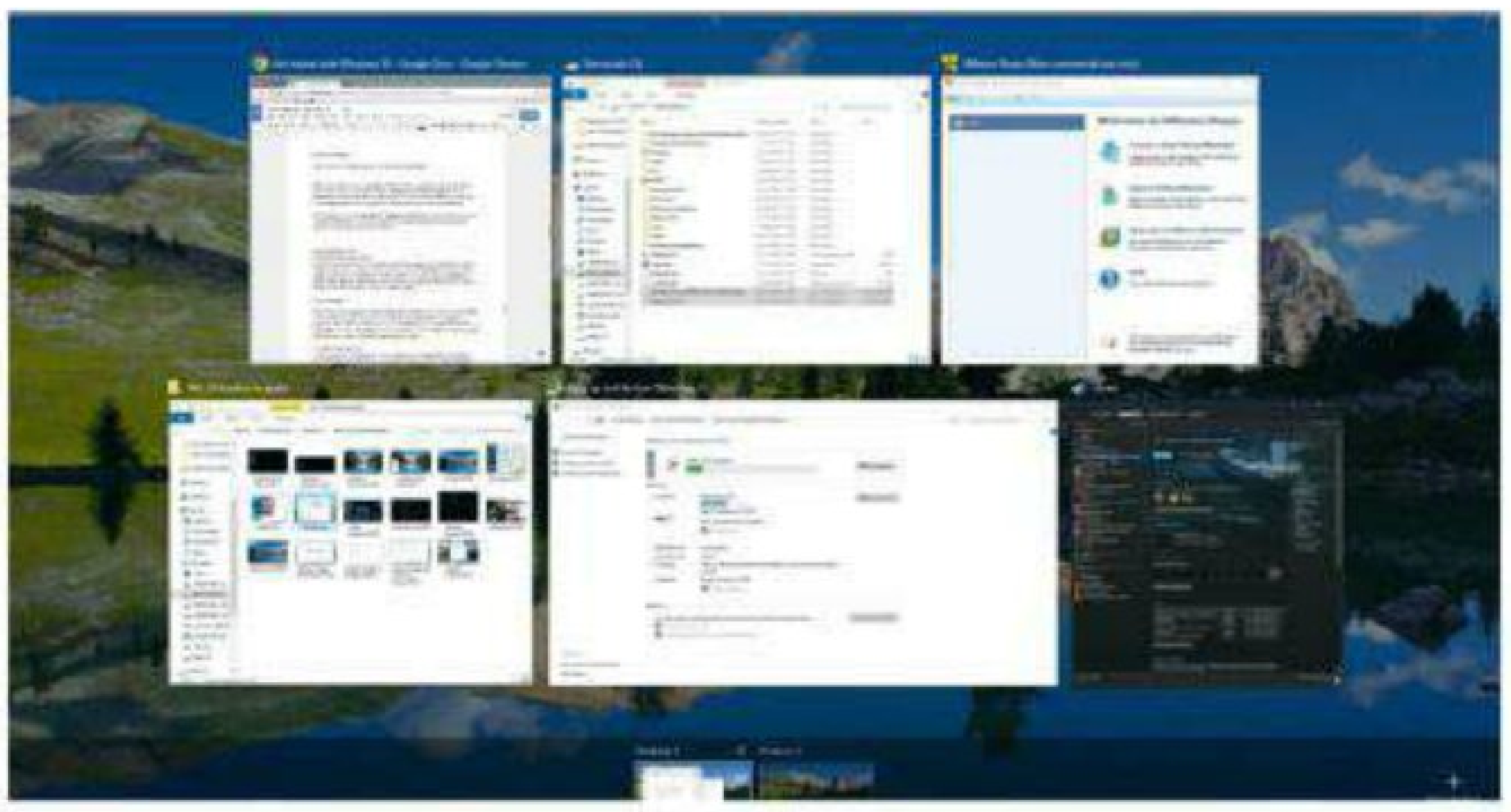
You don't need an expensive app to create simple PDFs of the documents you're working on, perhaps to send to others who don't have the same programs installed on their PCs. While Windows 8 insisted on the under-supported XPS format (Microsoft's alternative to PDF) Windows 10 uses the real thing. To create a PDF, print your document, select PDF Writer as a printer, and tell it where to save the file.


Add an account
Choose an account
Outlook.com
Outlook.com, Live.com, Hotmail, MSN
Exchange
Exchange, Office 365
Google

8

Organize your mail accounts

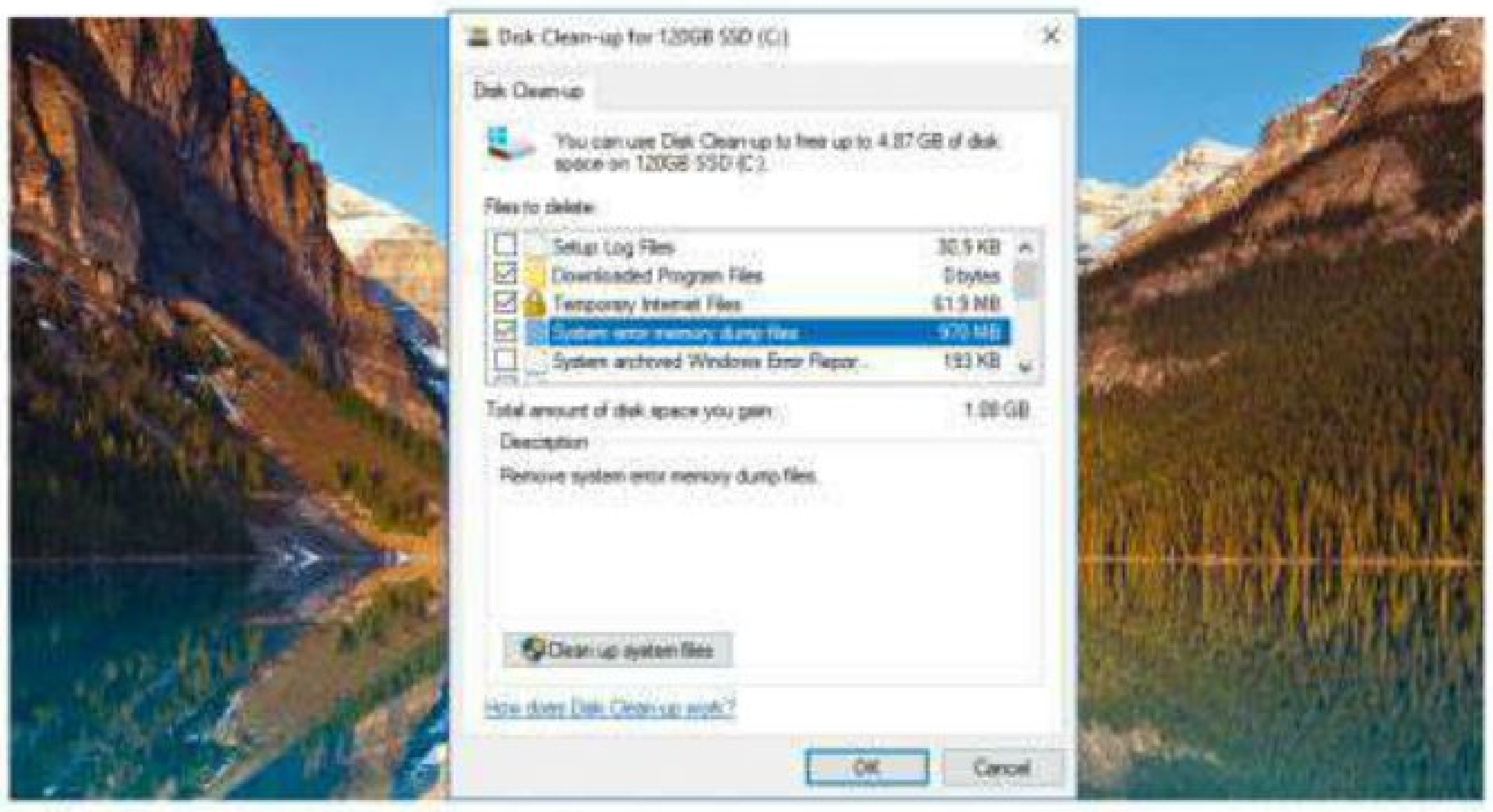
Many of us have more than one email address, maybe a sensible one and a sillier one you created when you were 16 but which is signed up to newsletters and site updates you want. Hit 'Add account' in the Mail app's settings as many times as you need to, and it will automatically set itself up to work with your email from many of the popular providers, including the popular Gmail, Yahoo! and Hotmail.



9

Multi app view

Another useful and time-saving feature in Windows 10 is the ability to swap between any of the multiple applications you may have open at the same time. Press the 'Task view' button next to Cortana's search box near the Start button. This allows you to quickly switch between open applications, including those that are minimized, without having to trawl through the icons on your taskbar.


Disk Clean-up for 120GB SSD (C:)
Disk Clean-up
Clean up system files
How does Disk Clean-up work?
OK
Cancel

You can use Disk Clean-up to free up to 4.87 GB of disk space on 120GB SSD (C:).

Files to delete:

☐ Setup Log Files 30.5 KB

☑ Downloaded Program Files 0 bytes

☑ Temporary Internet Files 61.9 MB

☑ System error memory dump files 970 MB

☐ System archived Windows Error Repor... 193 KB

Total amount of disk space you gain: 1.00 GB

Description

Remove system error memory dump files.

10

Uninstall the old Windows

If you upgraded from Windows 7 or 8 to 10, there's a good chance there's a large file called Windows.old on your boot drive. It's literally the old installation of Windows, and it's just taking up a lot of space. If you're sure you'll never want to roll back to the old version, use Disk Clean Up (search for it on the Start menu) to remove it by ticking 'Previous Windows installations' in the app, then clicking 'Clean up system files'.

GET TO GRIPS WITH NETWORKING WITH THE HELP OF OUR ULTIMATE HANDBOOK

Discover everything that you need to know about all of your devices
and create the best home set-up!

NEW
THE ULTIMATE
Networking
HANDBOOK
Connect all your devices and enjoy the perfect home network
BOOKAZINE
ON SALE
NOW
Your Wi-Fi problems solved
The best advice for Windows, Mac and Linux
100% UNOFFICIAL
Future

Future

Ordering is easy. Go online at:
www.myfavouritemagazines.co.uk
Or get it from selected supermarkets & newsagents

WINDOWS 10 POWER TIPS

CORE TOOLS

Master some of the core aspects of the Windows 10 operating system

26 **Use TaskView**
Discover how to add desktops and switch between apps

28 **Use the Edge browser**
Power up your web surfing in IE's successor

32 **Use Windows Update**
Tame the excesses of the Windows updates process

36 **Do more with your PC's files**
Uncover File Explorer's brilliant file organization tricks

40 **Buy from the Windows Store**
How to buy and manage your Store purchases

Learn how to...

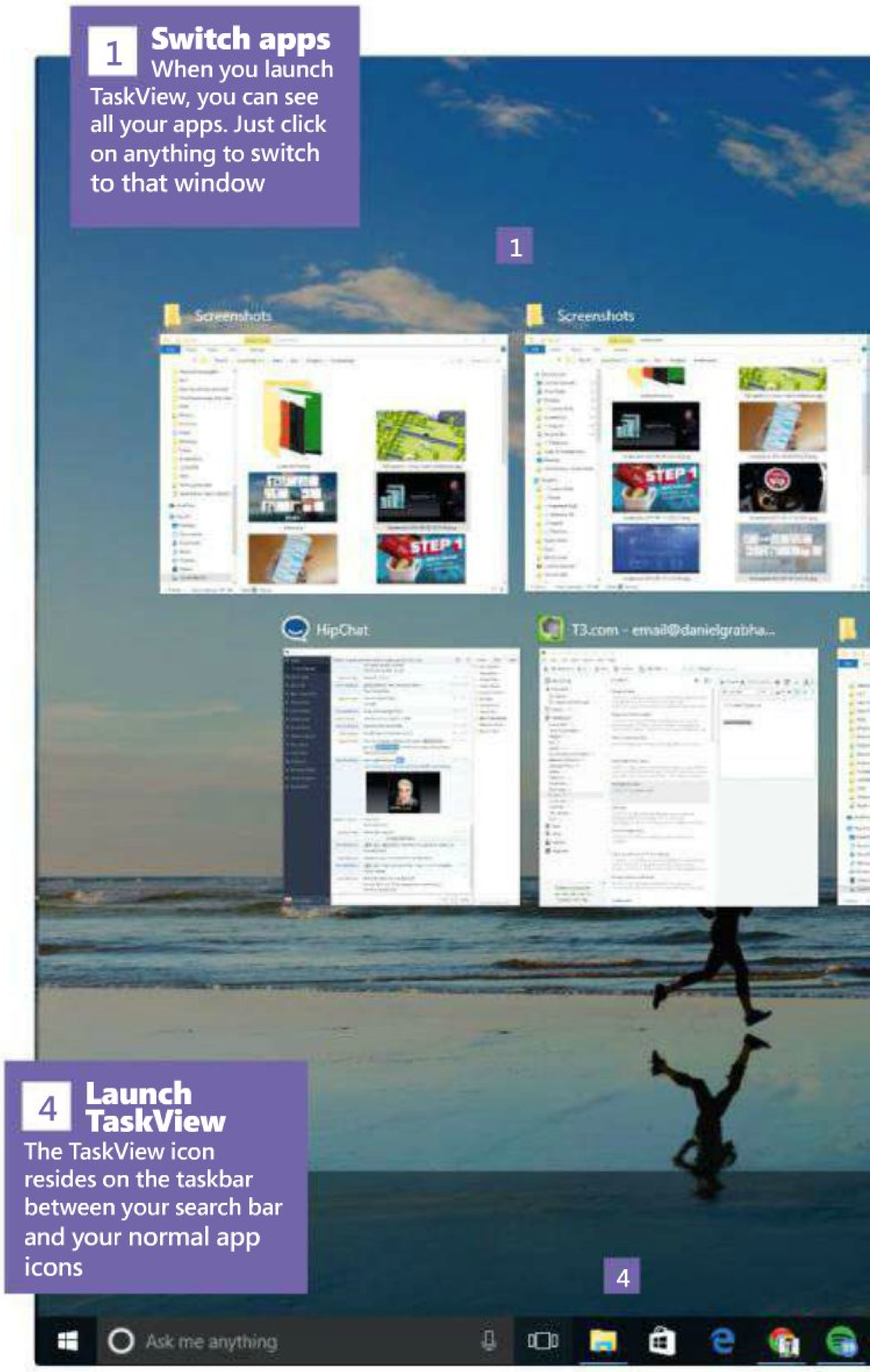
Use TaskView

Add multiple desktops and move between apps with Windows 10's new switcher tool

TIME TAKEN
10 minutes

TaskView is one of the key new features within Windows 10, helping you to switch between apps and, for the first time in Windows, virtual desktops. Virtual desktops enable you to have completely different workspaces for different types of apps. So, for example, you might have one desktop for your email and messaging at work and another for Office apps, enabling you to get things done without interruption from your email.

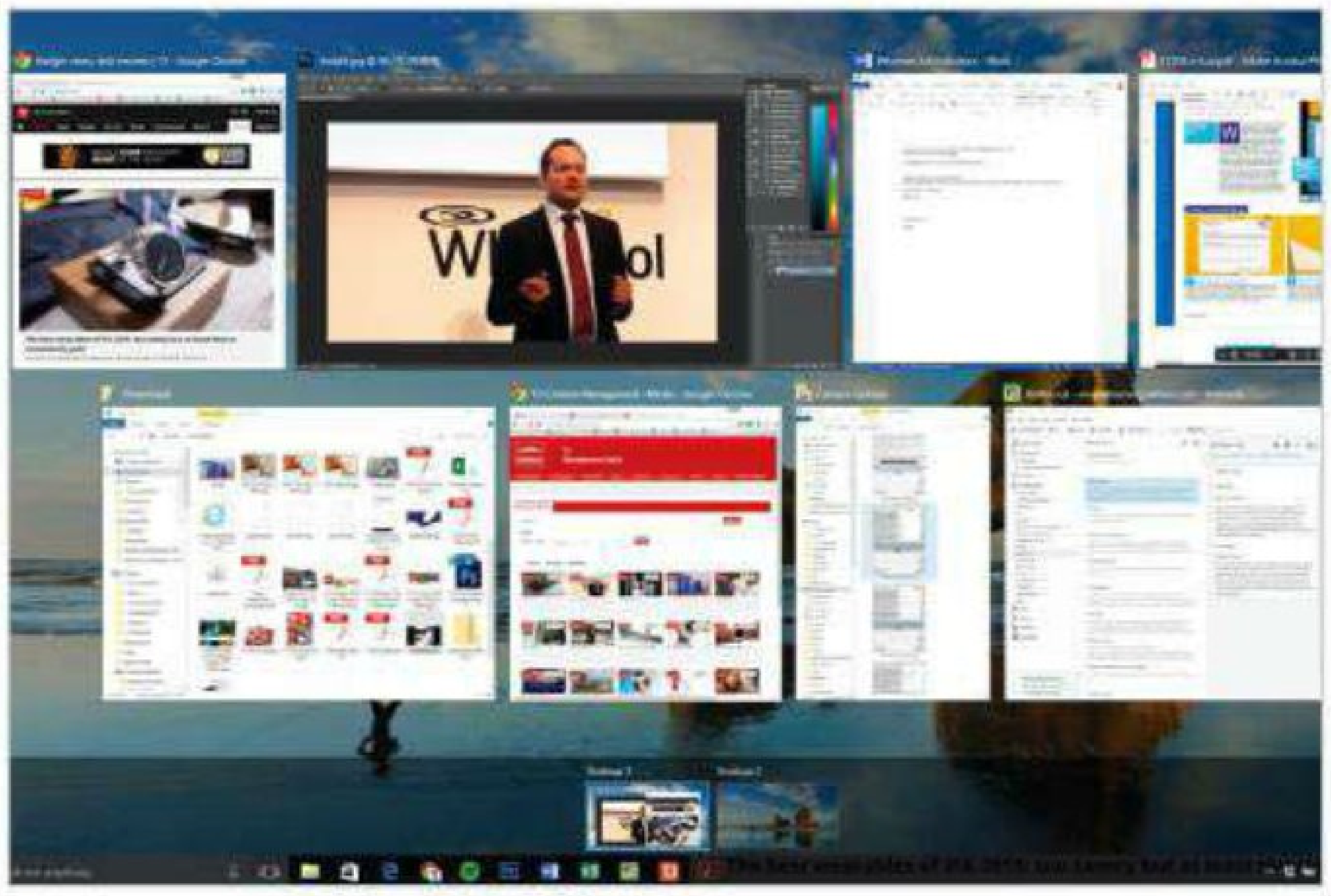
TaskView is also the place in Windows 10 that you go to switch between apps. If you've heard of a 'switcher' before, that's because there's been one in each recent version of Windows. However, Microsoft has a habit of changing how it works.

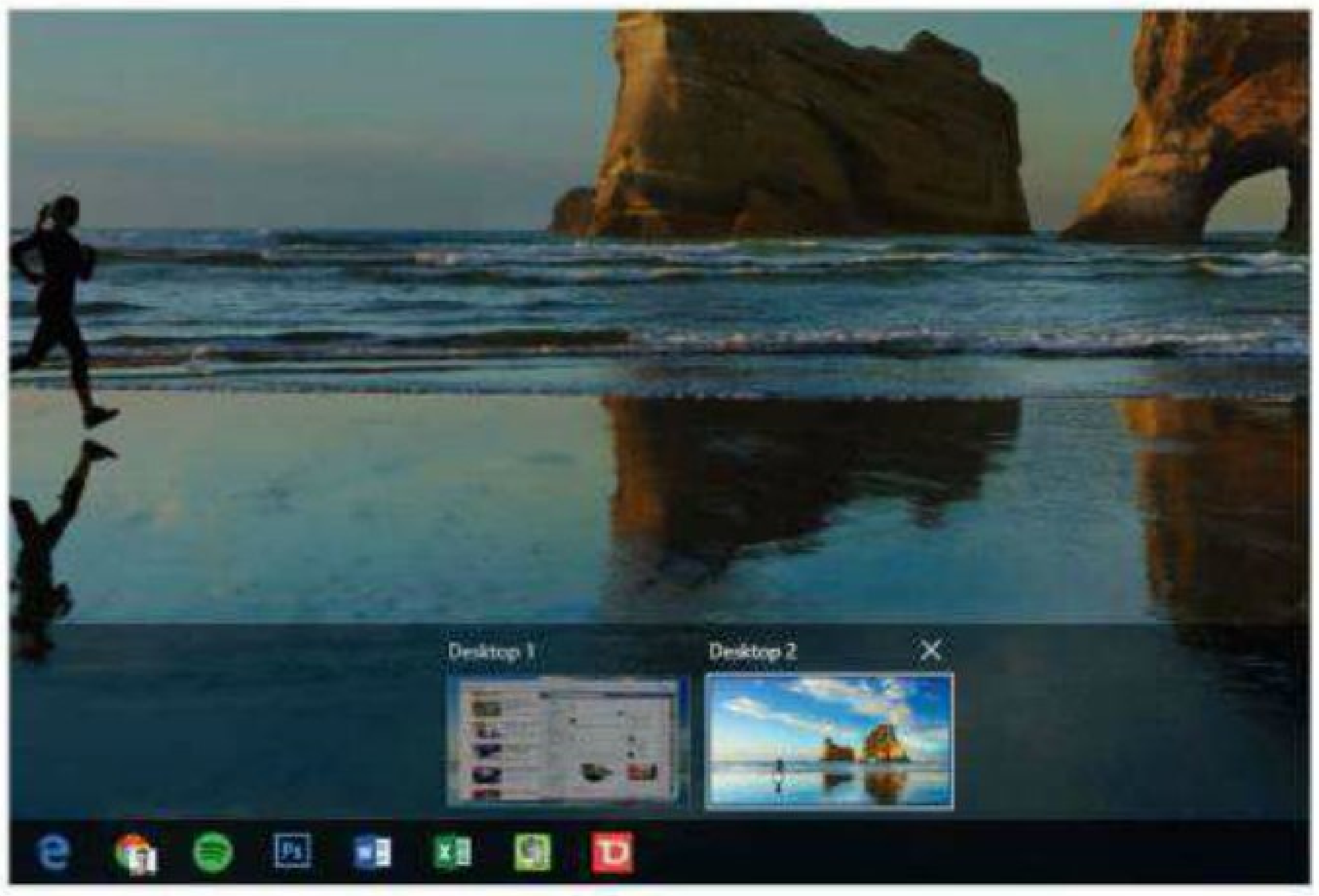


1 Switch apps
When you launch TaskView, you can see all your apps. Just click on anything to switch to that window

4 Launch TaskView
The TaskView icon resides on the taskbar between your search bar and your normal app icons

Switch between desktops



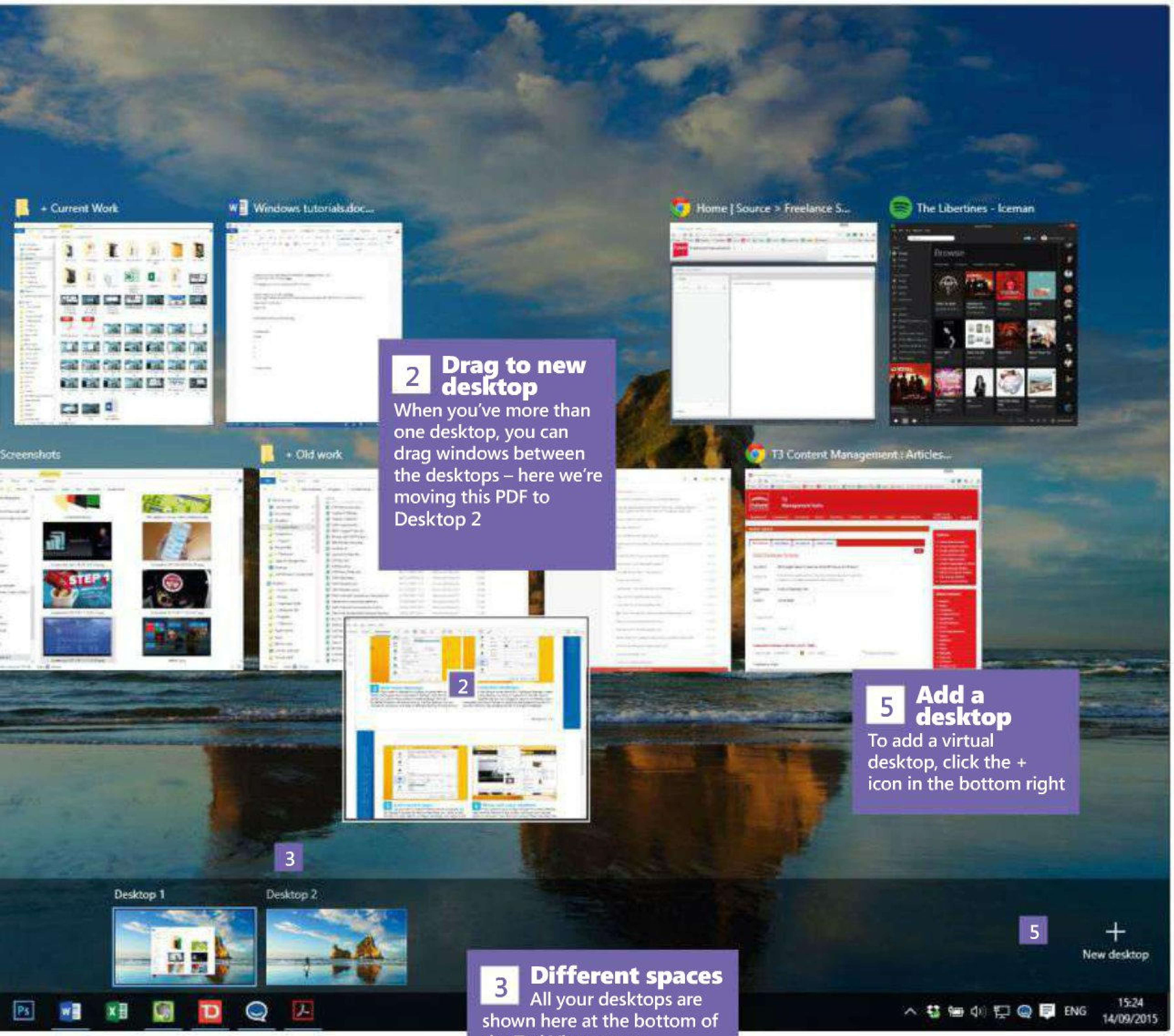


1 Switch or close

Task View is launched using an icon on the taskbar – it's the one that looks like three screens arranged behind each other. You're shown all your open Windows at once. You can switch to them or hover over them and click the X to close them.

2 Desktop plus one

Clicking the big + icon in the bottom right of the TaskView window opens up a second desktop. As you can see here it's completely blank. To view your original desktop you need to switch back to it using TaskView. It keeps a nice separation between your workspaces.


Current Work
Windows tutorials.doc...
Home | Source > Freelance S...
The Libertines - Iceman
Screenshots
Old work
T3 Content Management : Articles...
2
3
5
Desktop 1
Desktop 2
New desktop
ENG
15:24
14/09/2015

2 Drag to new desktop
When you've more than one desktop, you can drag windows between the desktops – here we're moving this PDF to Desktop 2

3 Different spaces
All your desktops are shown here at the bottom of the TaskView screen. Hovering over any will display a red X icon so you can close the desktop

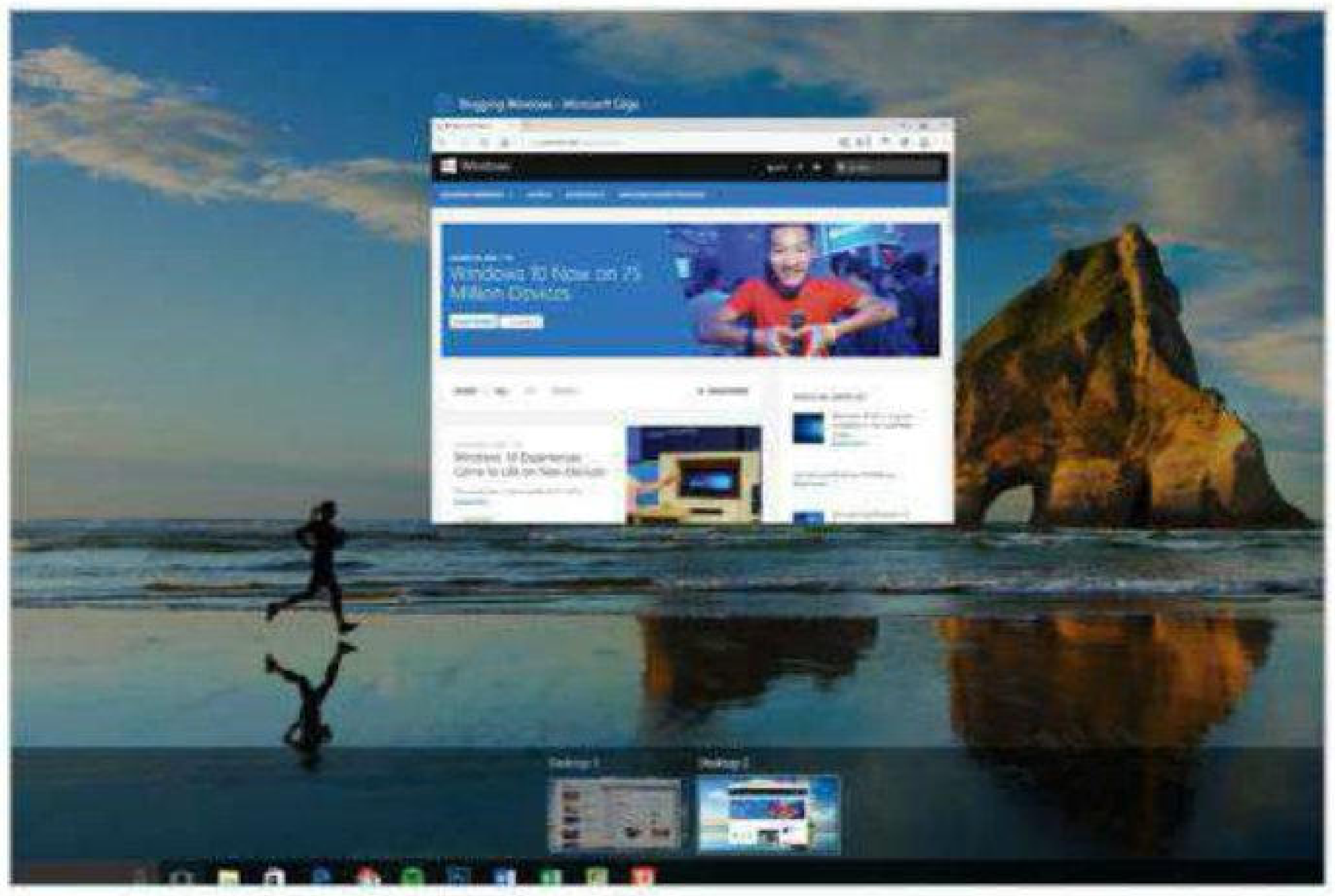
5 Add a desktop
To add a virtual desktop, click the + icon in the bottom right

Jargon buster!

Apps
Short for applications, there are two types of 'apps' in Windows 10. Windows Store apps come from the built-in app store, while desktop apps are traditional software programs like Microsoft Word or a web browser like Google Chrome.

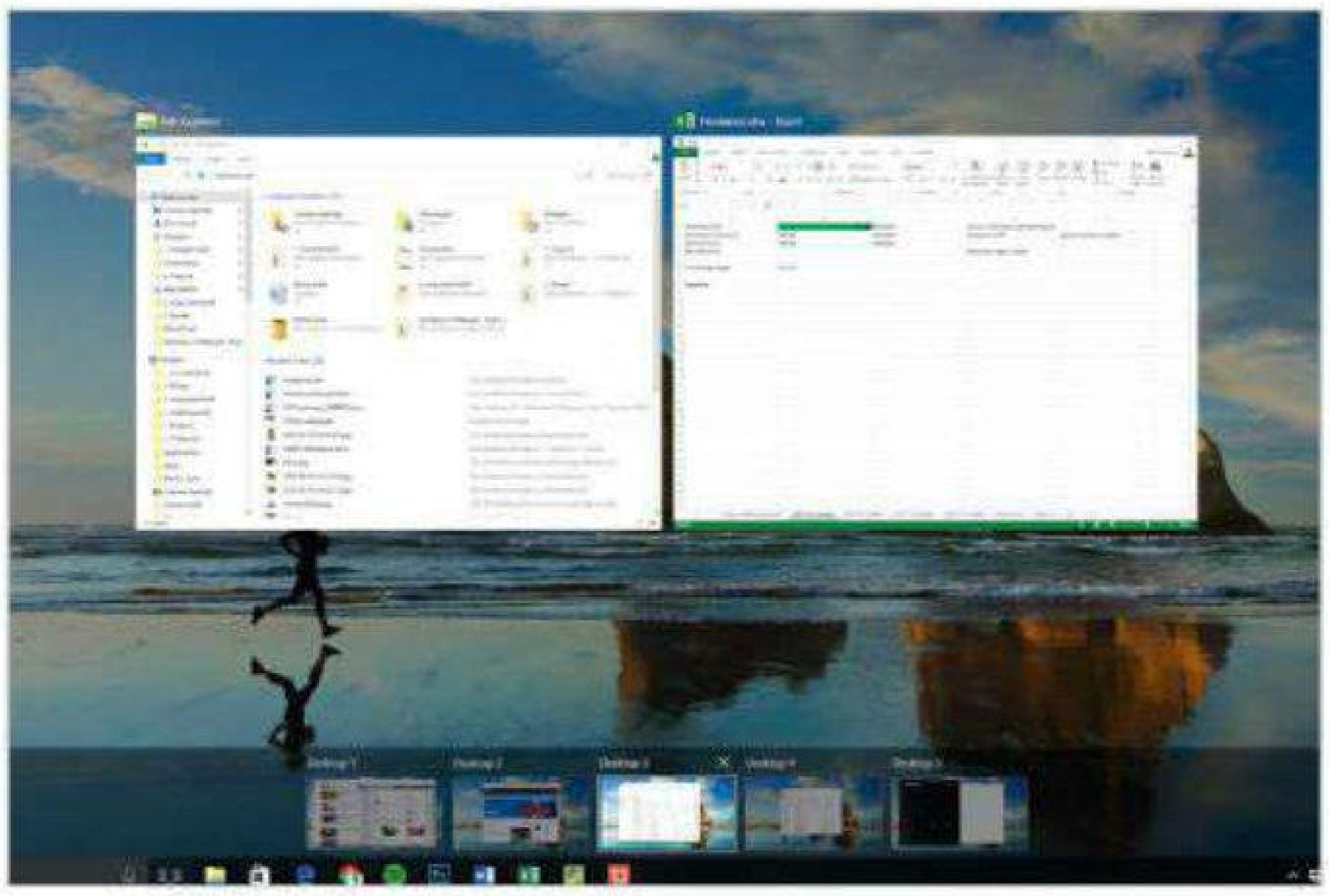
Taskbar
The taskbar is the classic bar along the bottom of the screen in Windows 10. It was used in previous versions of Windows, but now it has extra features including the search bar and helpful Action Center.

Virtual desktop
A virtual desktop exists outside of your normal screen area. It's basically any area that isn't your main desktop.



3 Open apps

Opening apps only opens them in your current desktop. Here we've opened Microsoft Edge in our second desktop. So if we now go and open it in our first desktop it will switch us automatically back to the second.



4 Many desktops

You can have lots of desktops open if you want to. If you want to close any desktop, just hover over it and an X icon will appear. If you close a desktop, the apps remain open and moves to your main desktop.

Learn how to...

Use the Edge browser

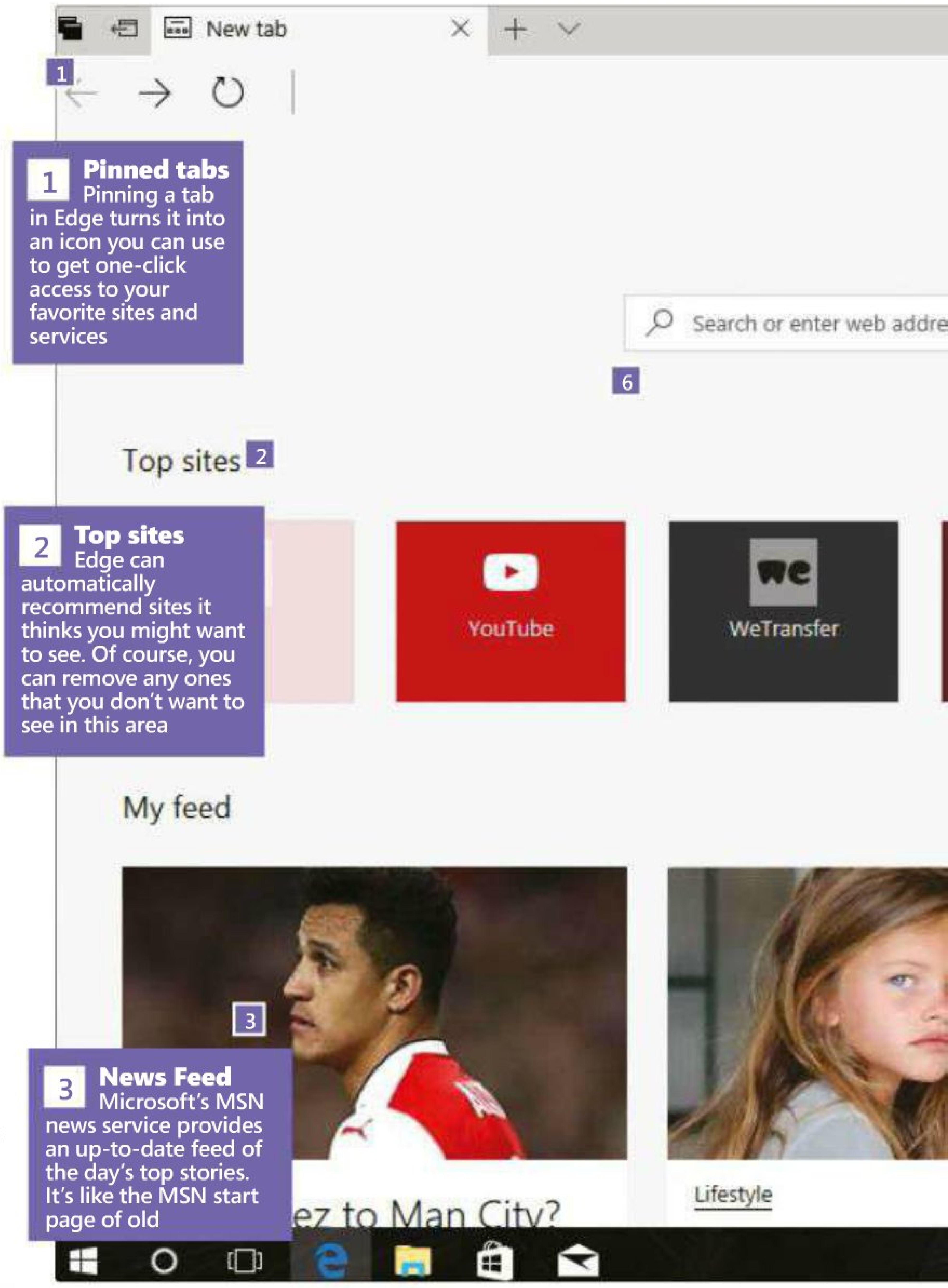
Edge has finally been given the care and attention it really deserves

TIME TAKEN
10 minutes

Before, Microsoft's Edge browser could often be disappointing – it felt clunky and lacked key features that rivals offered. That's changed with the Windows 10 Anniversary Update and was improved again with the Creators Update. You can pin favorite tabs, block annoying ads, install extensions to give Edge extra powers and swipe a laptop trackpad or touchscreen to navigate, and it's more powerful and energy efficient than ever.

You can annotate web pages via Web note, when you've made your notes you can share them with friends or save them to your PC. Reading View is helpful as it removes any adverts from articles and provides a more appealing format for reading online.

There's a lots of great stuff to get to grips with right now. Let's see what Edge has to offer.

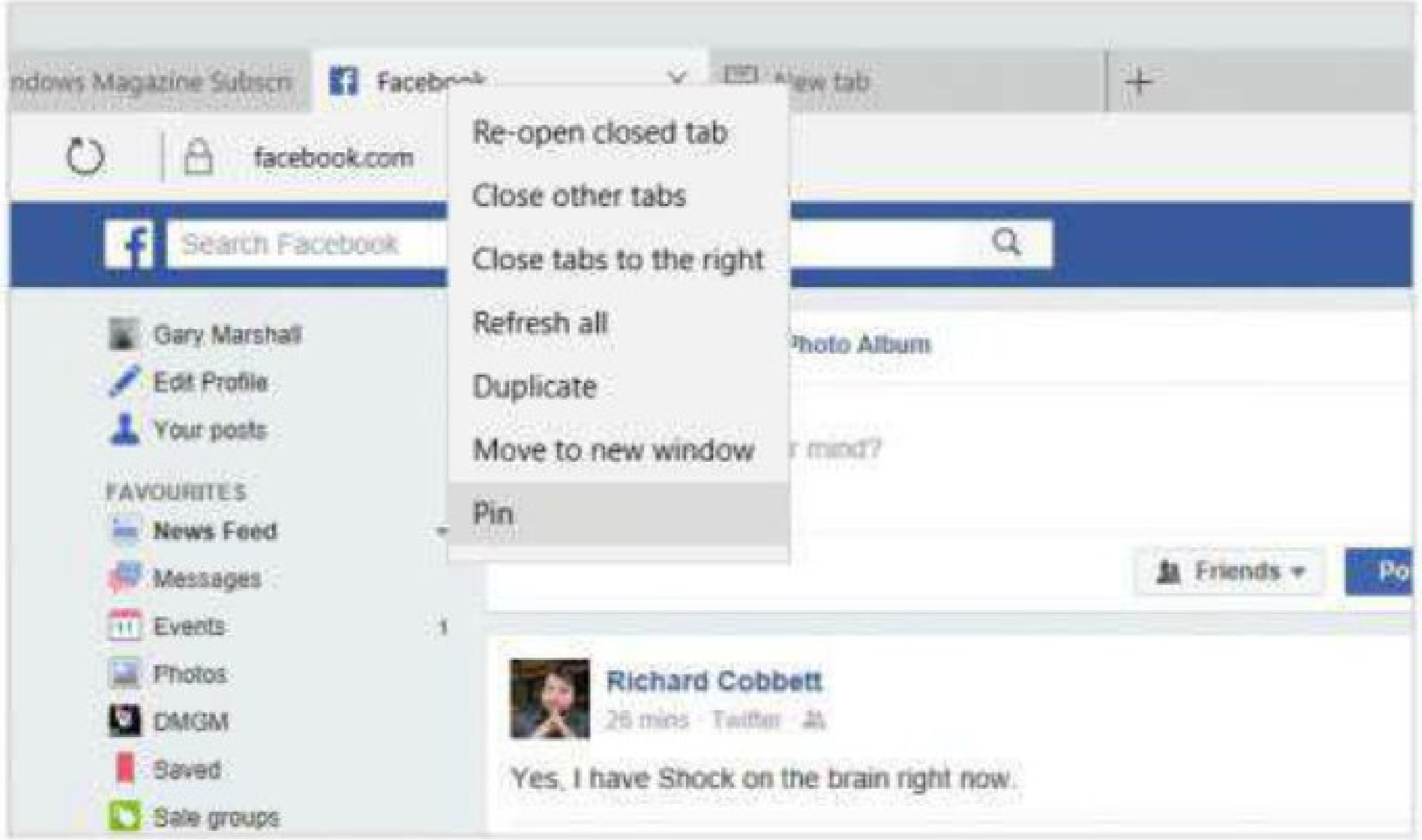

New tab
1
Search or enter web addre
6
Top sites 2
YouTube
WeTransfer
My feed
3
ez to Man City?
Lifestyle

1 Pinned tabs Pinning a tab in Edge turns it into an icon you can use to get one-click access to your favorite sites and services

2 Top sites Edge can automatically recommend sites it thinks you might want to see. Of course, you can remove any ones that you don't want to see in this area

3 News Feed Microsoft's MSN news service provides an up-to-date feed of the day's top stories. It's like the MSN start page of old

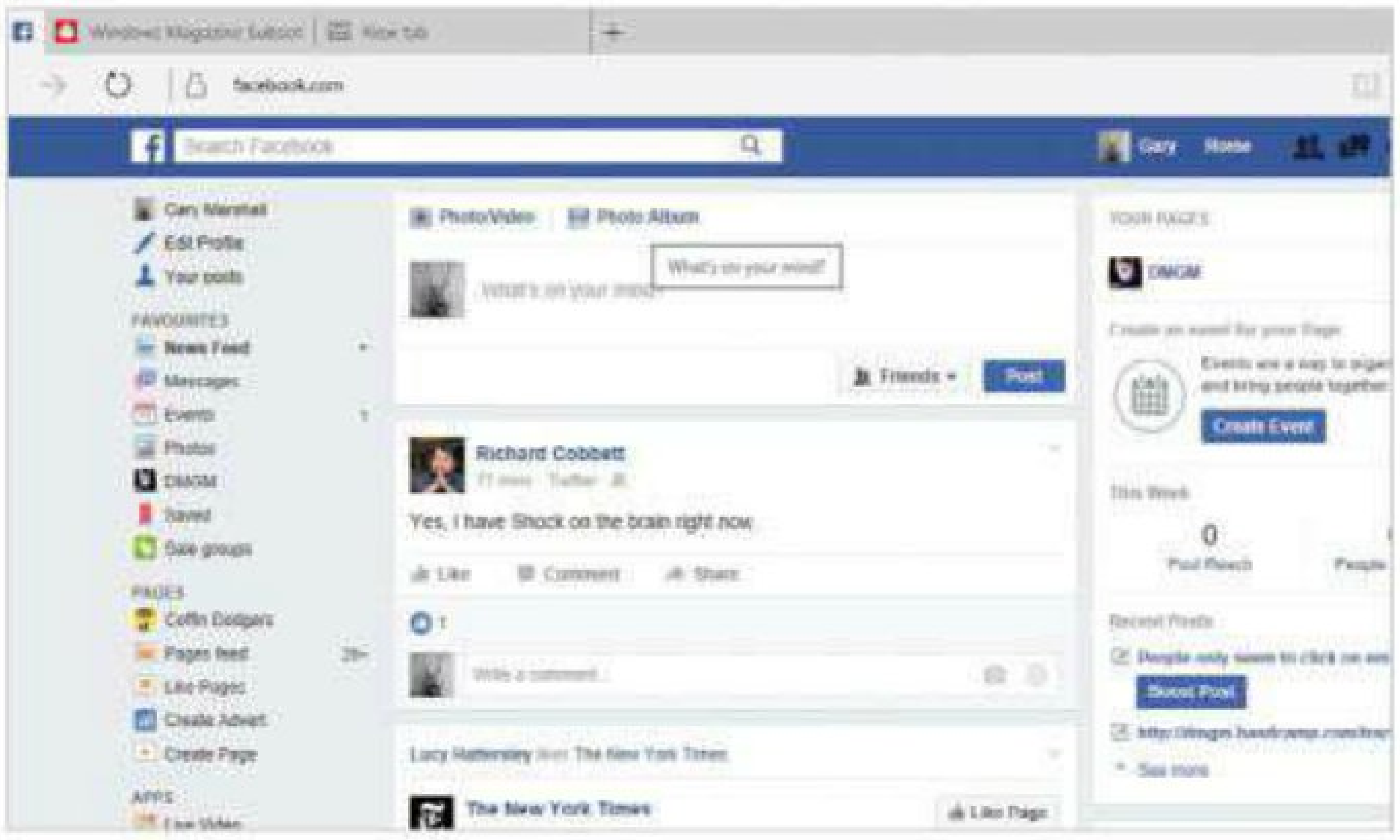
What's new in Edge for Windows 10


ndows Magazine Subscri
Faceb
New tab
facebook.com
Search Facebook
Re-open closed tab
Close other tabs
Close tabs to the right
Refresh all
Duplicate
Move to new window
Pin
Gary Marshall
Edit Profile
Your posts
FAVOURITES
News Feed
Messages
Events
Photos
DMGM
Saved
Sale groups
Photo Album
mind?
Friends
Po

Richard Cobbett
26 mins · Twitter
Yes, I have Shock on the brain right now.

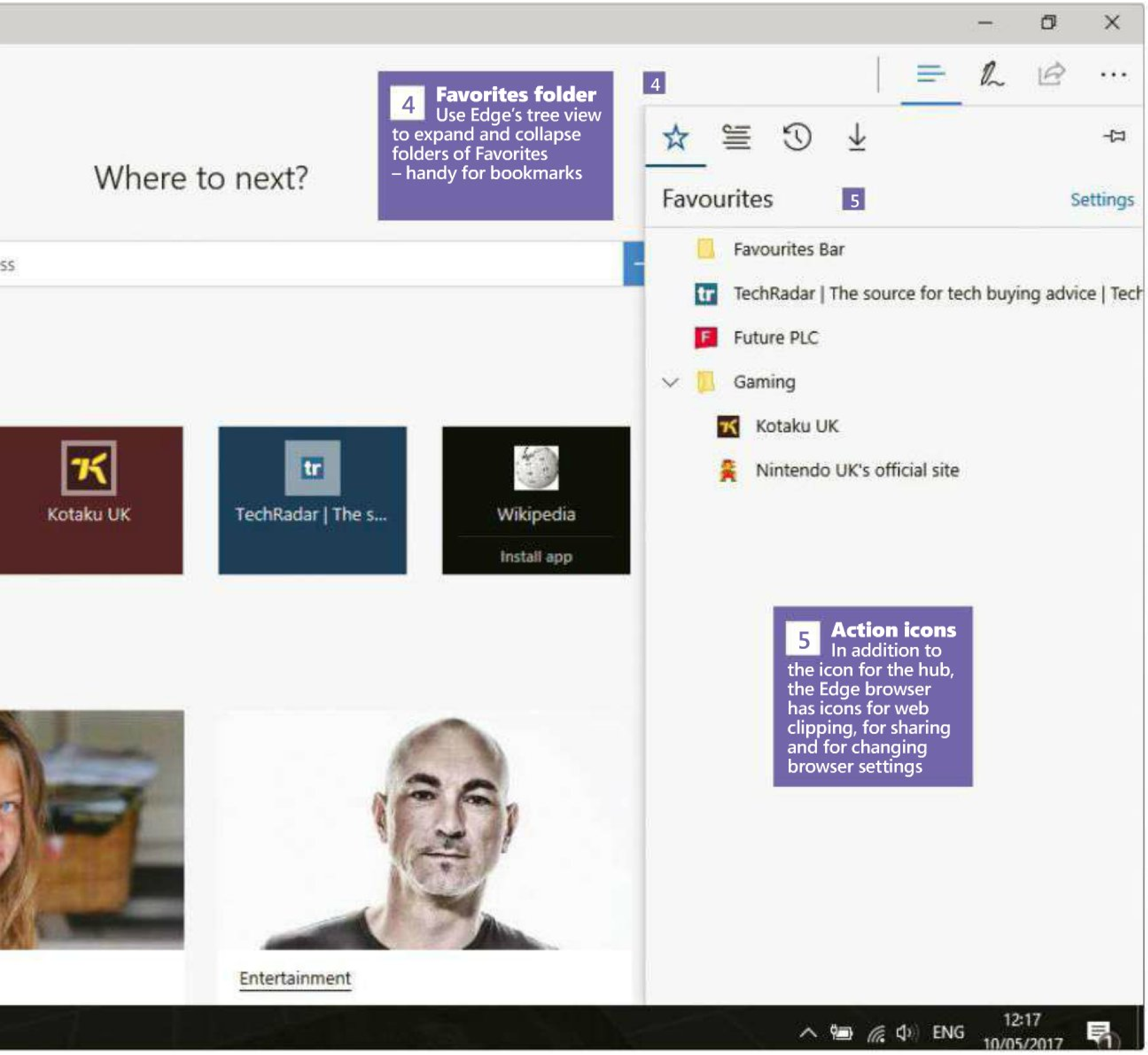
1 Pin your tabs

If you've used a recent Firefox browser you may know about the joys of pinned tabs, which enables you to turn the current web page into an icon at the top corner of the screen. It's useful for online services such as social media, web-based email and so on. Now Edge offers the same thing. To pin a tab, right-click on the current page's tab and then click on 'Pin'.


facebook.com
Search Facebook
Gary
Home
Richard Cobbett
Create Event

2 Play with your pin

If you look up at the top left hand corner of the Edge window, you should see the icon for your newly pinned tab. It'll appear in every browser window, although it won't open until you click on it. The icon will be the same as the site's favicon, which is the icon that appears in history and favorites. If you want to unpin a tab, just right-click over the icon and choose 'Unpin'.


Where to next?
Favourites
Settings
Favourites Bar
TechRadar | The source for tech buying advice | Tech
Future PLC
Gaming
Kotaku UK
Nintendo UK's official site
Kotaku UK
TechRadar | The s...
Wikipedia
Install app
Entertainment
ENG
12:17
10/05/2017
4
5

4 Favorites folder Use Edge's tree view to expand and collapse folders of Favorites – handy for bookmarks

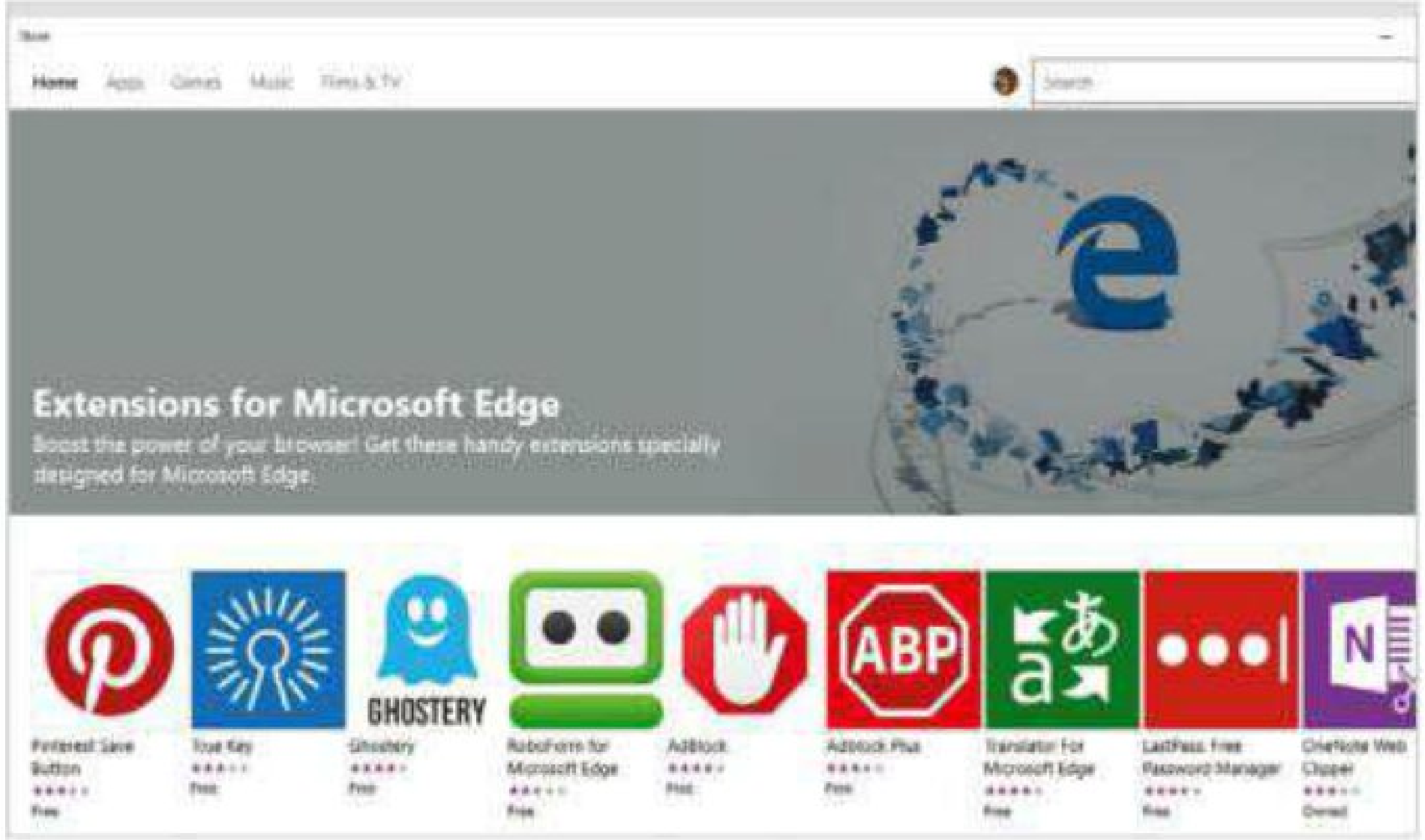
5 Action icons In addition to the icon for the hub, the Edge browser has icons for web clipping, for sharing and for changing browser settings

Jargon buster!

Browser extension
You can link a payment method, such as a credit card, to your Microsoft account, or you can drop pre-purchased funds into the account using a gift card.

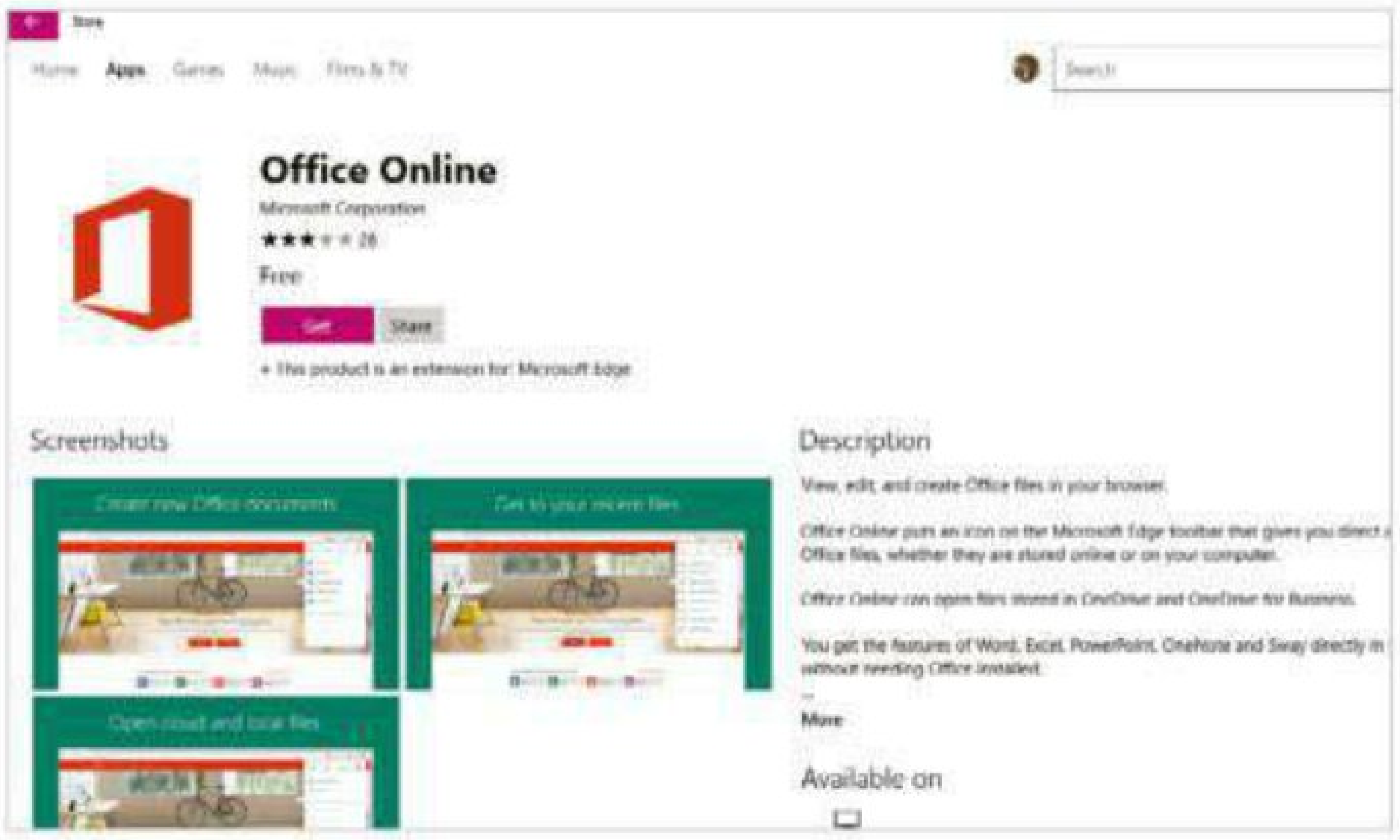
Autoplay
If you download more than one app at once then they'll be queued. You can check on their status, and pause/resume downloads, by clicking 'Downloads' in the Account dropdown.

Favicon
A favicon is the little picture that appears in the address bar and in your Favorites list for a particular website. It makes it easy to tell sites apart.


Home
Apps
Games
Music
Films & TV
Extensions for Microsoft Edge
Boost the power of your browser! Get these handy extensions specially designed for Microsoft Edge.
GHOSTERY
ABP

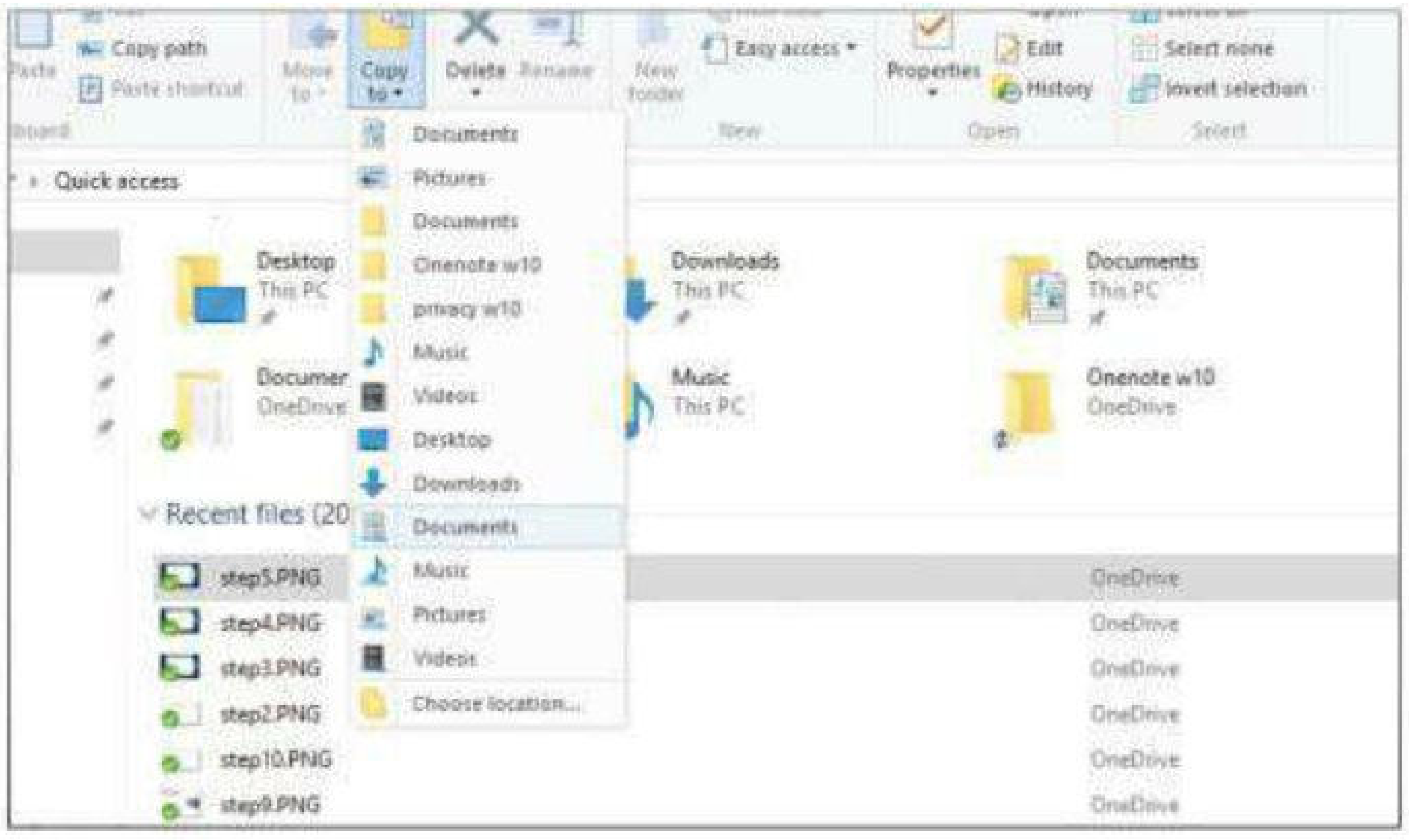
3 Install some extensions

We're fans of browser extensions, which enable you to give your browser extra powers to do things or block content that you don't want to see. The lack of extension support in Edge was a problem, but not any more – there's a plenty of Edge extensions. To see them, tap on the 'Settings' icon and choose 'Extensions'. That takes you to the appropriate bit of the Windows Store.


Home
Apps
Games
Music
Films & TV
Office Online
Microsoft Corporation
Free
Get
Share
Screenshots
Description
View, edit, and create Office files in your browser.
More
Available on

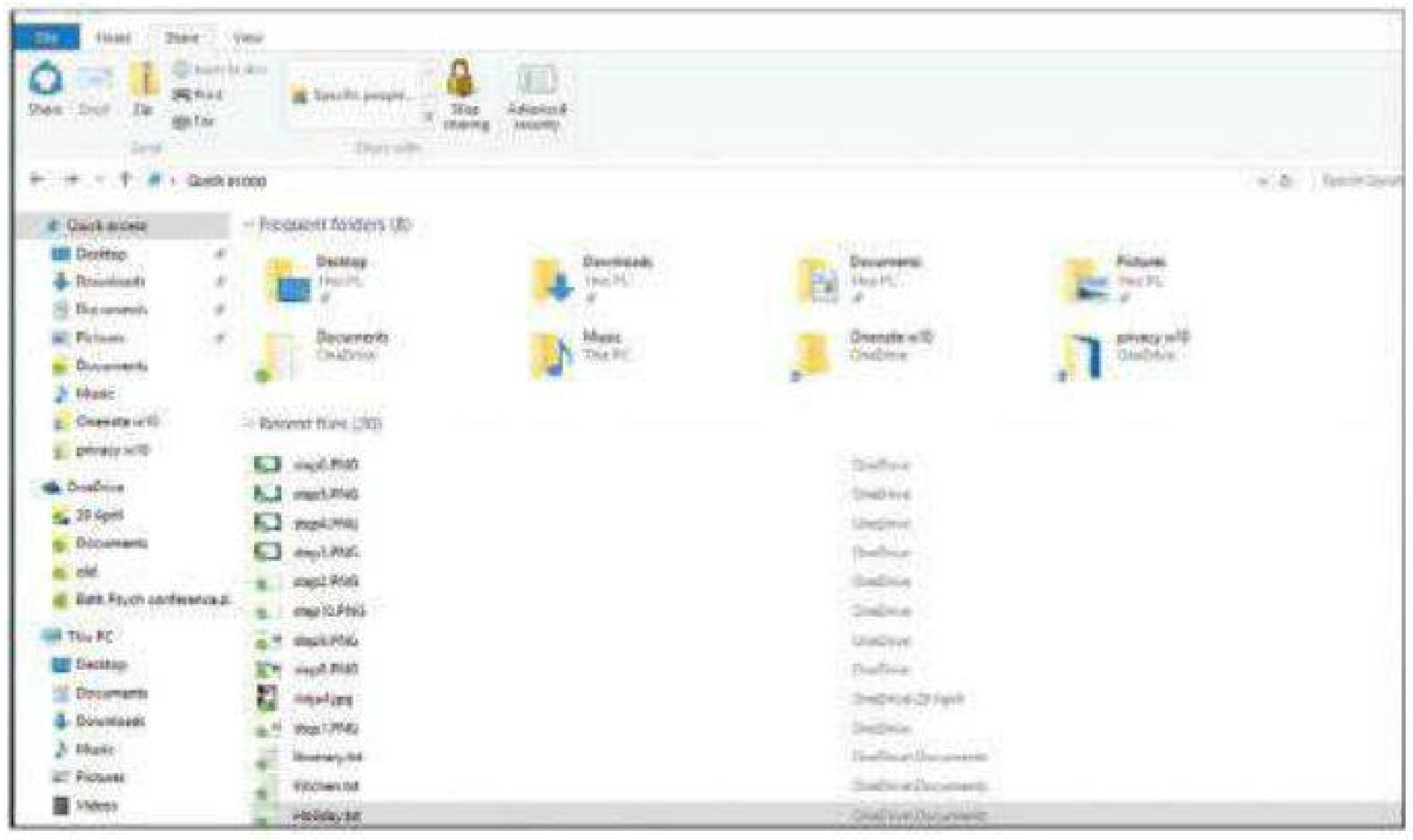
4 Choose your weapon

Installing extensions from the Windows Store is just the same as installing anything else from the Windows Store – you get a description, an age rating, a couple of screenshots and a blue button to start the installation. In this example we're going to go for an extension that adds Office Online to the Edge browser for faster access, so we'll just click the blue button.


Copy path
Paste shortcut
Move to
Copy to
Delete
Rename
New folder
Easy access
Properties
Edit
History
Select none
Invert selection
New
Open
Select
Quick access
Desktop
This PC
Downloads
This PC
Documents
This PC
Documents
OneDrive
Music
This PC
Onenote w10
OneDrive
Documents
Pictures
Documents
Onenote w10
privacy w10
Music
Videos
Desktop
Downloads
Documents
Music
Pictures
Videos
Choose location...
Recent files (20
step5.PNG
step4.PNG
step3.PNG
step2.PNG
step10.PNG
step9.PNG
OneDrive
OneDrive
OneDrive
OneDrive
OneDrive
OneDrive

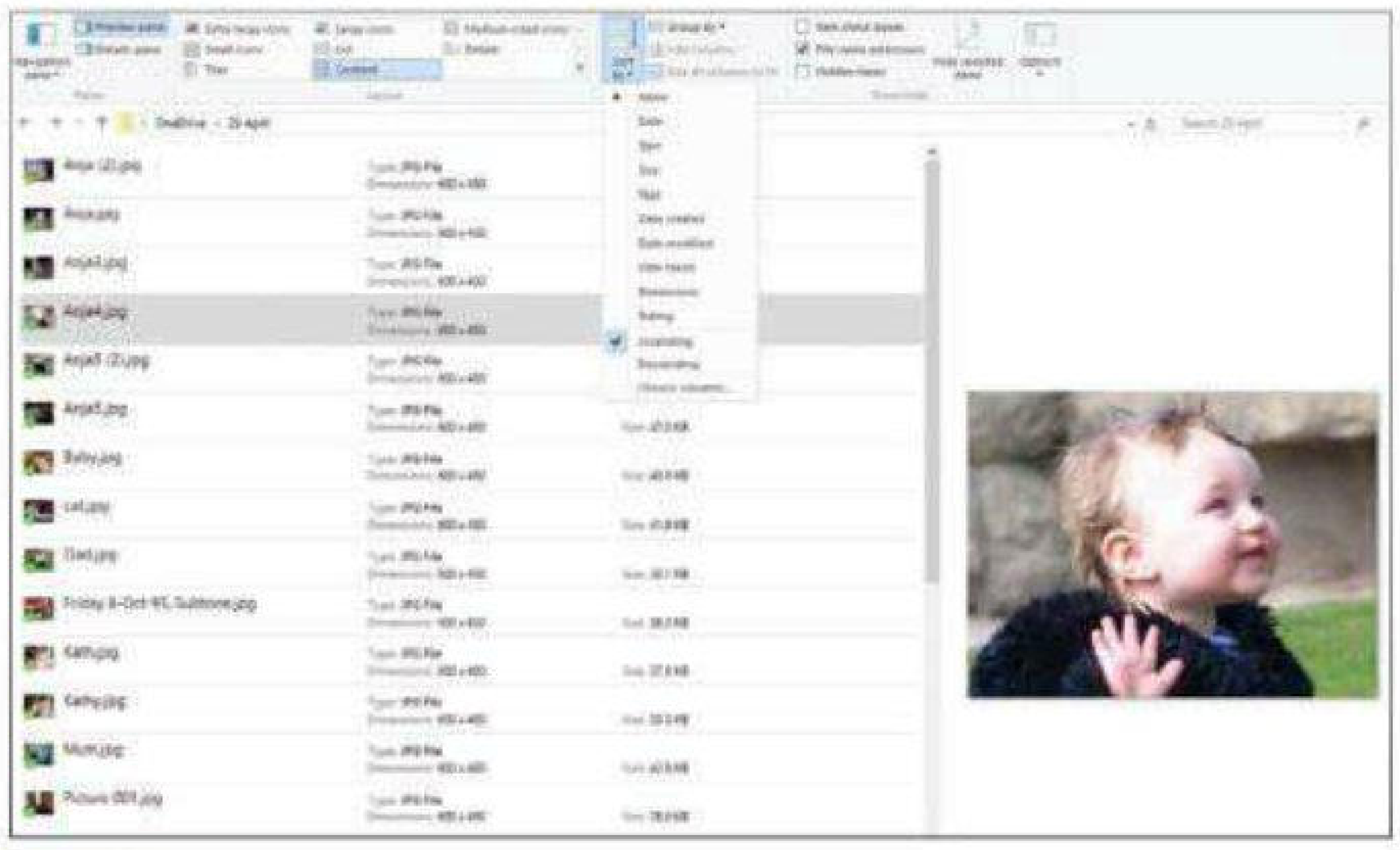
5 Turn it on

Once you've installed the extension, Windows takes you to the Edge browser to tell you what you've got and ask whether you want to switch it on. With an extension such as Office Online you're safe, but read this bit carefully with third-party extensions as it tells you what data it can access and what it can do. Bad extensions aren't common, but the odd one may slip through.



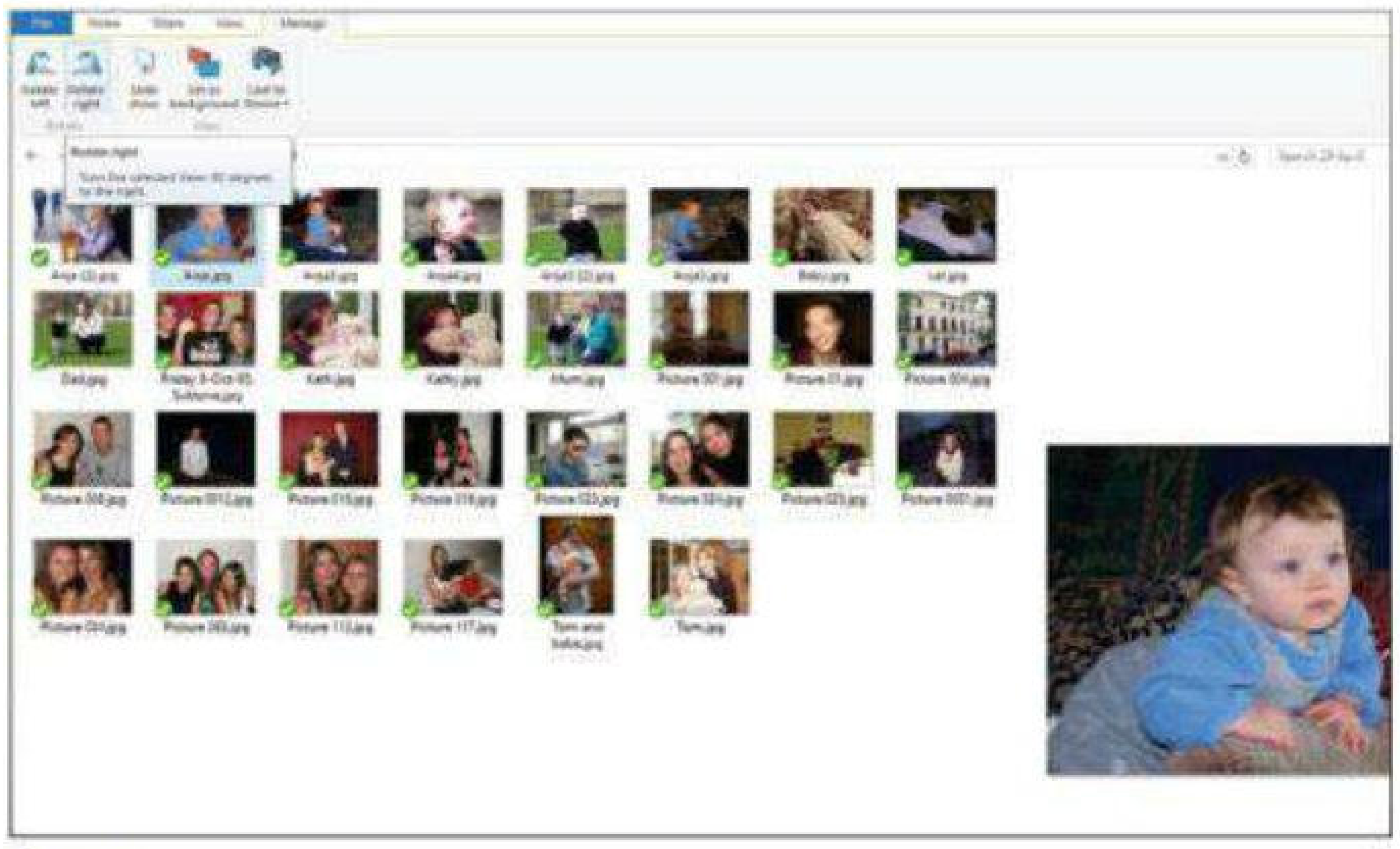
6 The dark side

The Windows 10 Anniversary Update introduced a new dark theme, and Edge gets the option too – so you can have a dark system and a light Edge, or you can have a light system and a dark Edge. It's important to note that the theme only applies to the 'browser chrome', which is the bit of browser around a website; web pages will still be displayed as their designers intended.



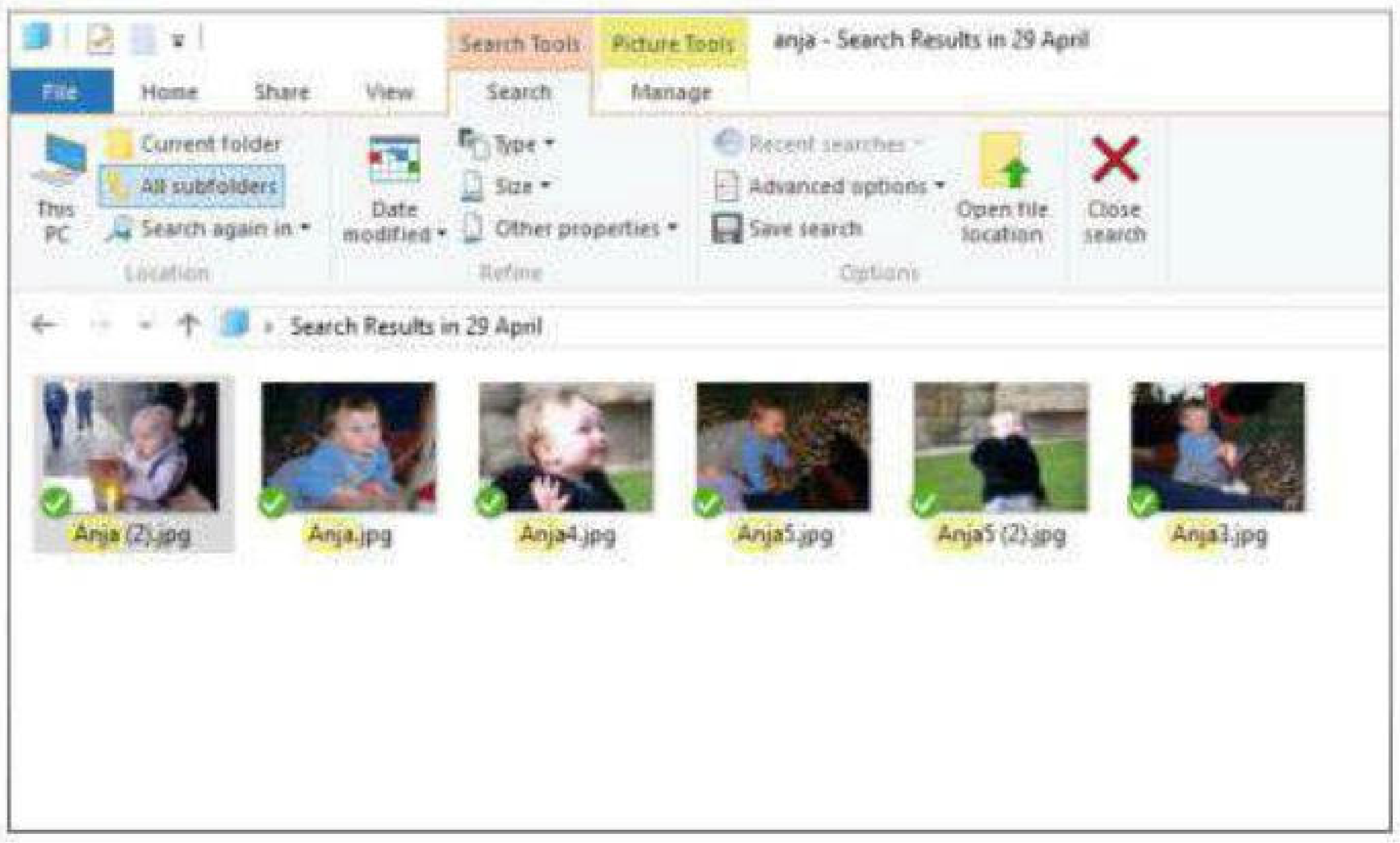
7 At the hub

At the top right of the screen you'll see an icon that looks like three rows of text. That's the hub, which enables you to see your Favorites, clip bits of web pages for later use, share web content or change Edge's settings. Expand and collapse folders so you don't have all your Favorites on screen at once, and you can switch to the reading list, history or download queue.



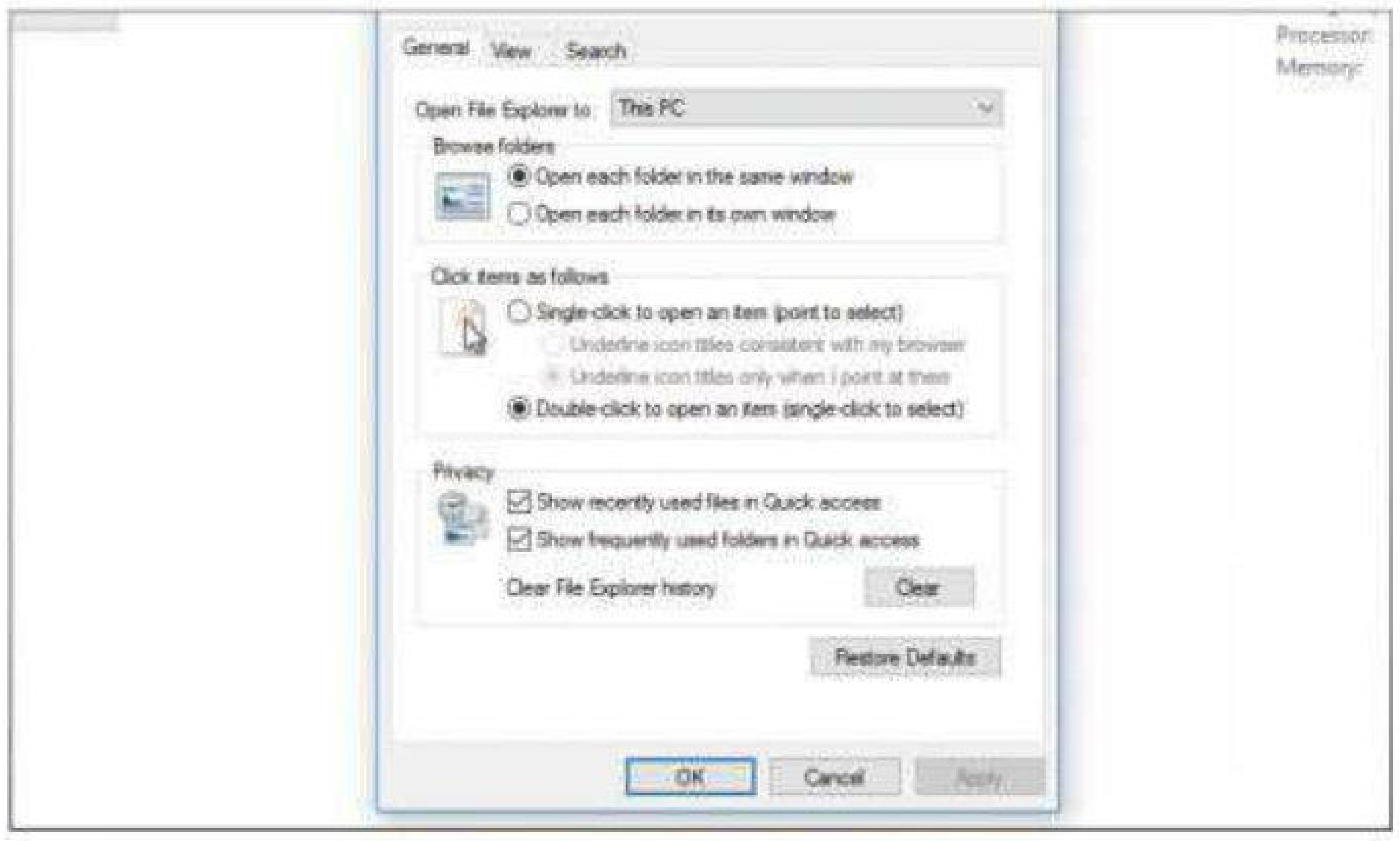
8 Drag and Dropbox

If you use a cloud-based file service such as OneDrive or Dropbox you'll know how handy it can be to store stuff in the cloud, and with Edge it's easier than ever – if you log into your chosen file storage service, you can add files by dragging them straight from the File Explorer. That's handy if you don't want to install the services' automatic syncing software to share files.


Search Tools
Picture Tools
anja - Search Results in 29 April
File
Home
Share
View
Search
Manage
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Type
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options
Search Results in 29 April
Anja (2).jpg
Anja.jpg
Anja4.jpg
Anja5.jpg
Anja5 (2).jpg
Anja3.jpg

9 Decide what to do

Edge's advanced settings menu enables you to block some of the internet's more irritating features, such as pop-up adverts, and you can disable Adobe's Flash Player too. That's worth doing as Flash is often a security problem due to vulnerabilities, and because some sites often use Flash for auto-play ads. You can also change the default file download location in this menu.



General View Search

Open File Explorer to: This PC

Browse folders
● Open each folder in the same window
○ Open each folder in its own window

Click items as follows
○ Single-click to open an item (point to select)
○ Underline icon titles consistent with my browser
● Underline icon titles only when I point at them
● Double-click to open an item (single-click to select)

Privacy
☑ Show recently used files in Quick access
☑ Show frequently used folders in Quick access
Clear File Explorer history

Clear
Restore Defaults
OK
Cancel
Apply
Processor:
Memory:

10 Don't miss a thing

Edge will disable autoplay video, replacing it with a click-to-play version, which should mean the end of being taken unawares by an unexpected advert kicking off for no good reason – such ads won't play anymore. Your favorite YouTube clips, won't be affected though. The only people who should be worried are the creators of unwanted autoplay adverts. ■

GET THE MOST FROM WINDOWS 10 WITH OUR COMPLETE MANUAL

All that you need to know to get started with your Windows PC or laptop,
including the best tips, tricks and tutorials!

NEW
Windows 10
The Complete Manual
The independent handbook for Windows use
BOOKAZINE
Future
Master your PC today!
ON SALE NOW
100% UNOFFICIAL
ISBN 978-1-78546-639-7-7
9 781785 466397
Future
FIFTH EDITION
PRINTED IN THE UK
£7.99

Future

Ordering is easy. Go online at:
www.myfavouritemagazines.co.uk
Or get it from selected supermarkets & newsagents

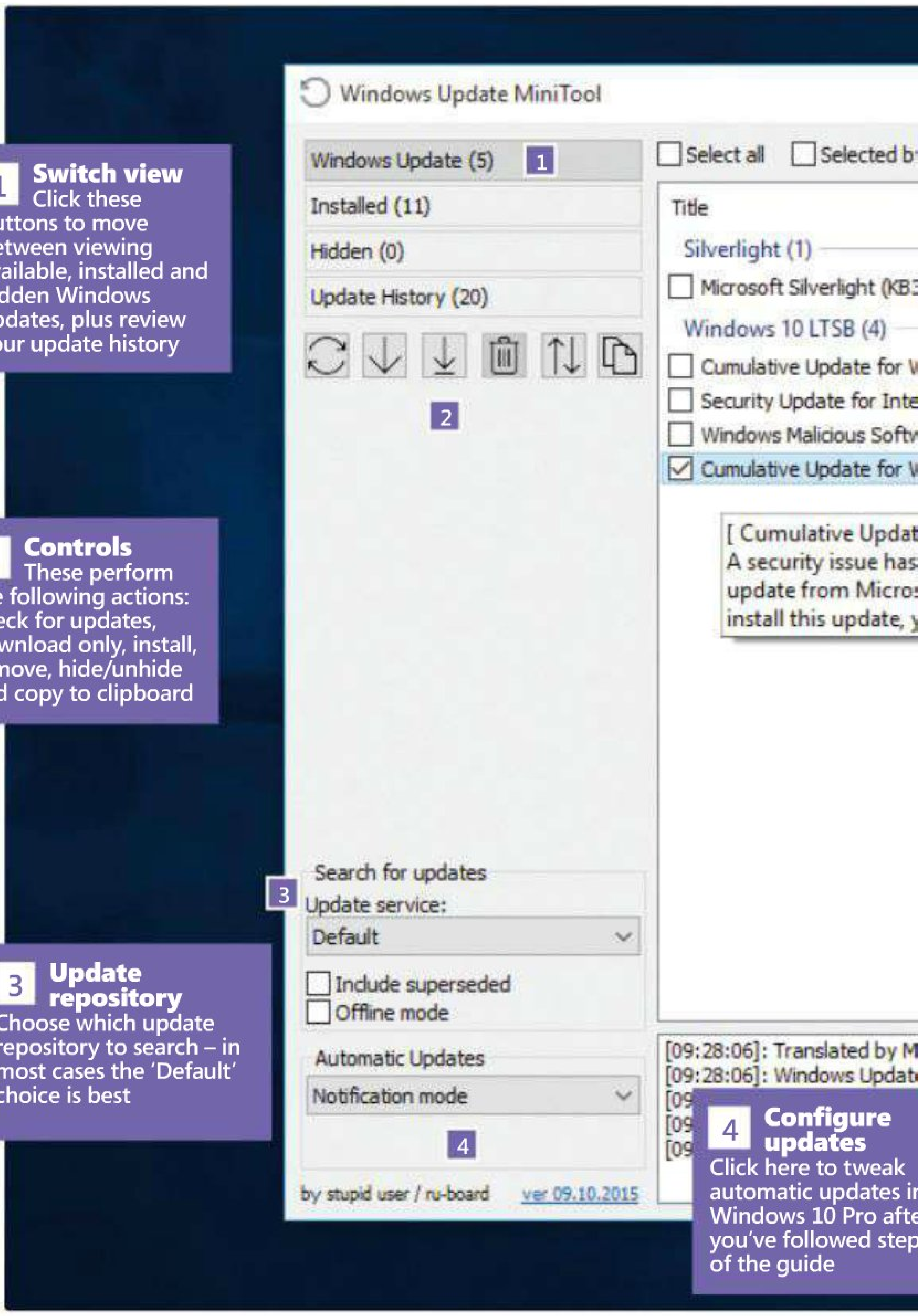
Learn how to...

Use Windows Update

Tame the excesses of Windows Update and regain control

TIME TAKEN
25 minutes

The new Windows Update mechanism in Windows 10 has been rigidly designed. While there's good reason to ensure critical security patches and fixes are installed automatically, some Windows 10 users have already suffered from Microsoft's over-zealous policy of forcing updates before those updates have been properly tested. Thankfully, there are some ways in which you can regain control of how Windows Update operates – particularly if you're a Windows 10 Pro user. But even if you're stuck with Windows 10 Home, where it's impossible to change the automatic setting, there are still tips, tricks and tools you can use to regain some control and make more from Windows Update. In this tutorial we'll reveal everything you need to put Windows Update back in its place.



Windows Update MiniTool

Windows Update (5)
Installed (11)
Hidden (0)
Update History (20)

☐ Select all ☐ Selected b

Title
Silverlight (1)
☐ Microsoft Silverlight (KB3
Windows 10 LTSB (4)
☐ Cumulative Update for W
☐ Security Update for Inte
☐ Windows Malicious Softw
☑ Cumulative Update for W

[Cumulative Updat
A security issue has
update from Micros
install this update, y

Search for updates
Update service:
Default
☐ Include superseded
☐ Offline mode

Automatic Updates
Notification mode

by stupid user / ru-board ver 09.10.2015

[09:28:06]: Translated by M
[09:28:06]: Windows Updat

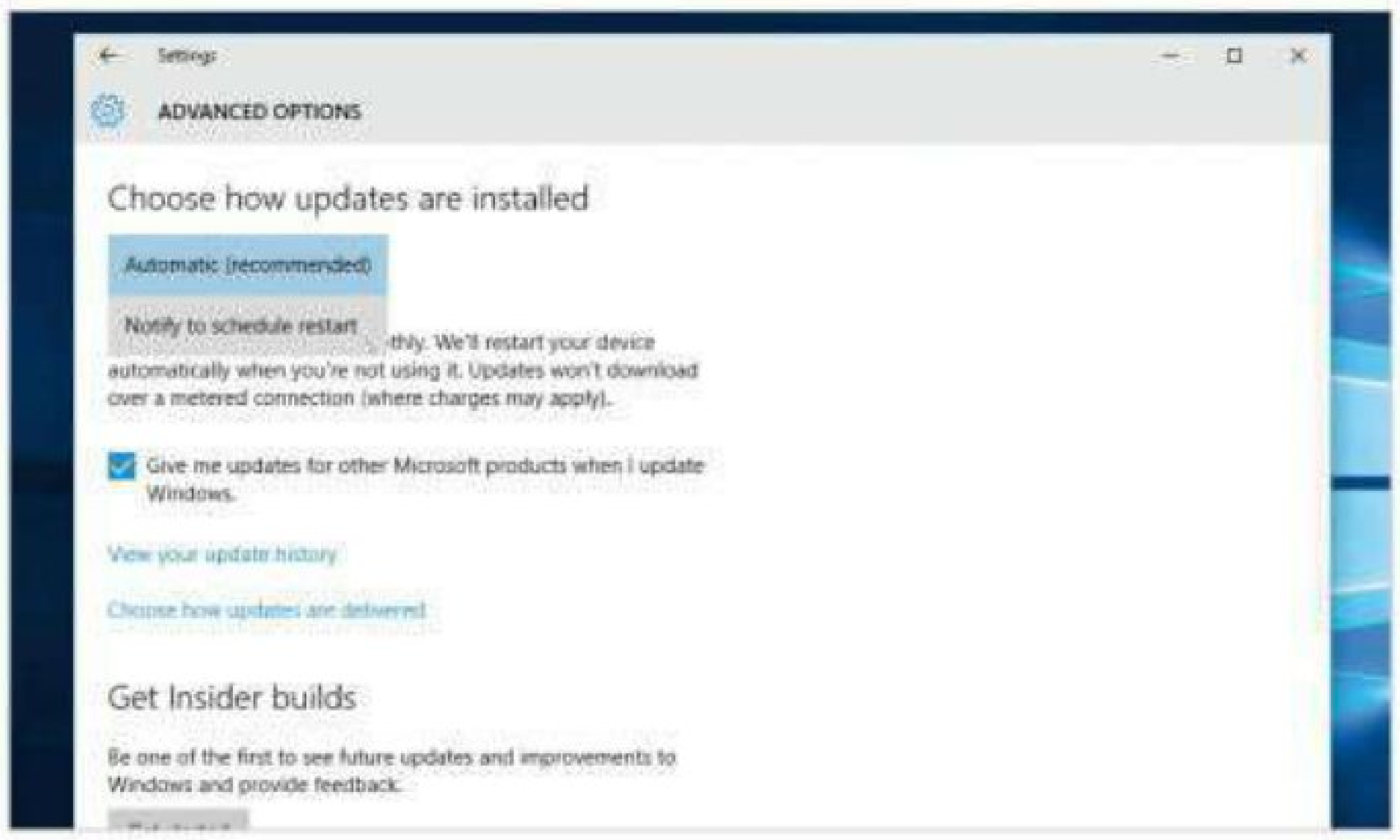
1 Switch view Click these buttons to move between viewing available, installed and hidden Windows updates, plus review your update history

2 Controls These perform the following actions: check for updates, download only, install, remove, hide/unhide and copy to clipboard

3 Update repository Choose which update repository to search – in most cases the 'Default' choice is best

4 Configure updates Click here to tweak automatic updates in Windows 10 Pro after you've followed step of the guide

Configure Windows Update



Settings

ADVANCED OPTIONS

Choose how updates are installed

Automatic (recommended)
Notify to schedule restart

...thly. We'll restart your device automatically when you're not using it. Updates won't download over a metered connection (where charges may apply).

☑ Give me updates for other Microsoft products when I update Windows.

View your update history

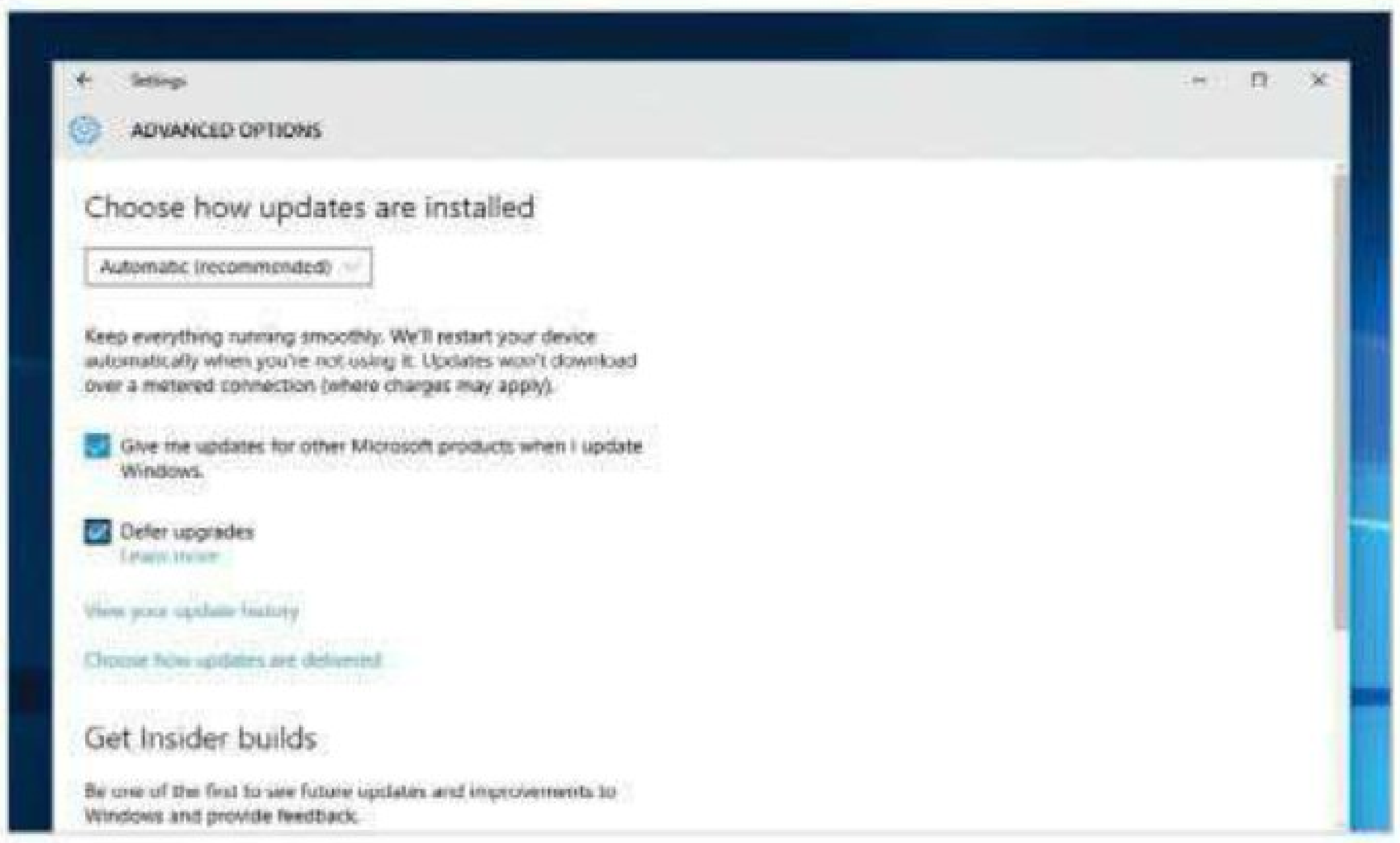
Choose how updates are delivered

Get Insider builds

Be one of the first to see future updates and improvements to Windows and provide feedback.

1 Basic settings

Click 'Start > Settings > Update & Security > Windows Update' to check for updates. Click 'Advanced options' to change how updates are installed – if you select 'Notify to schedule restart' you'll be prompted whenever updates have been downloaded and installed. You can also opt to receive updates for other Microsoft products like Office here.



Settings

ADVANCED OPTIONS

Choose how updates are installed

Automatic (recommended)

Keep everything running smoothly. We'll restart your device automatically when you're not using it. Updates won't download over a metered connection (where charges may apply).

☑ Give me updates for other Microsoft products when I update Windows.

☑ Defer upgrades
Learn more

View your update history

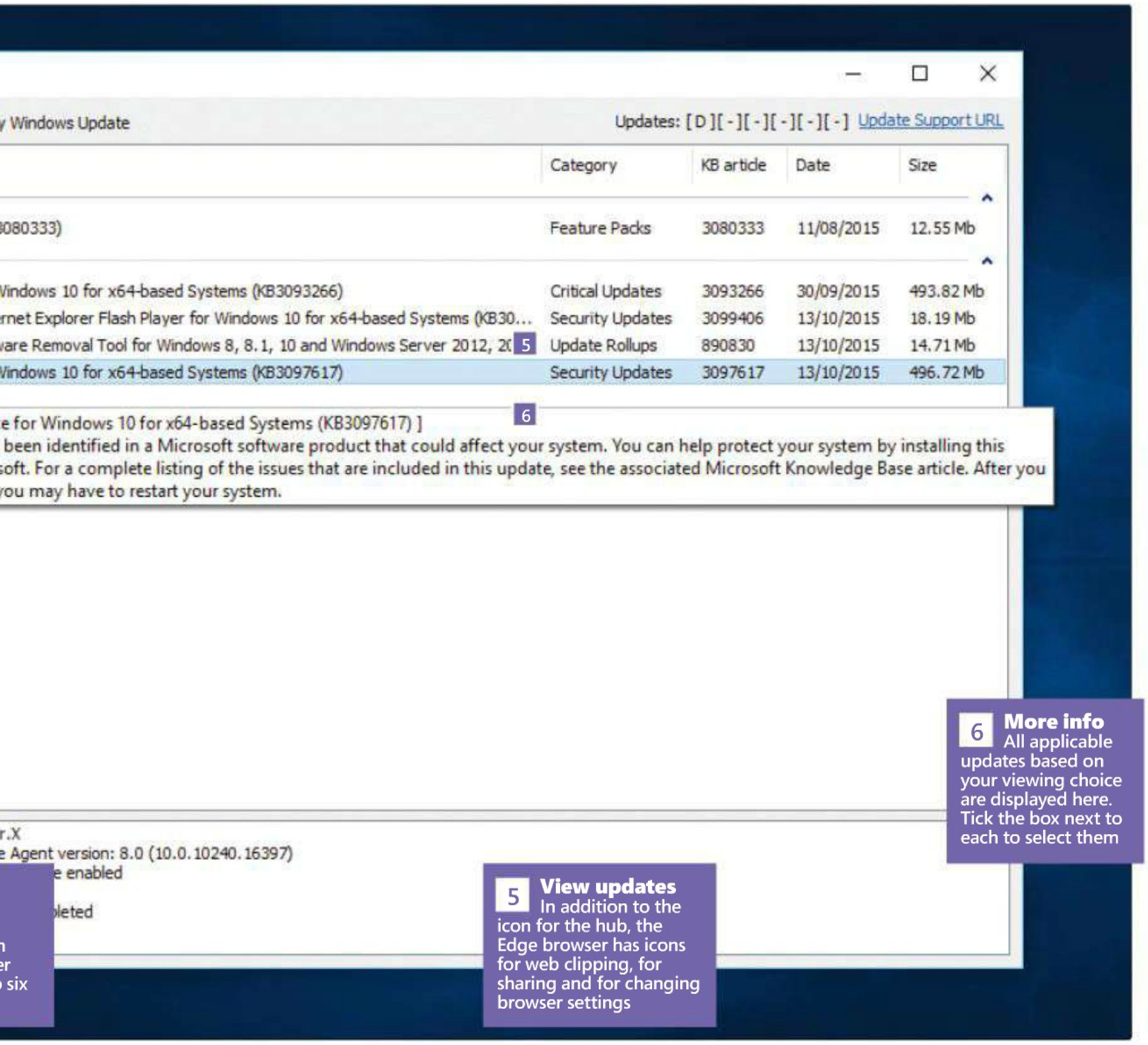
Choose how updates are delivered

Get Insider builds

Be one of the first to see future updates and improvements to Windows and provide feedback.

2 Defer updates

Windows 10 Pro users can postpone non-essential updates, giving time for any bugs to be discovered and ironed out. Tick the 'Defer upgrades' box to enable this – you'll effectively be switched to the 'Current branch for Business', which means only essential security updates are installed immediately; others will be deferred until they've been more thoroughly tested (by Home users).



y Windows Update

Updates: [D][-][-][-][-][-] Update Support URL

	Category	KB article	Date	Size
3080333)	Feature Packs	3080333	11/08/2015	12.55 Mb
Vindows 10 for x64-based Systems (KB3093266)	Critical Updates	3093266	30/09/2015	493.82 Mb
rnet Explorer Flash Player for Windows 10 for x64-based Systems (KB30…	Security Updates	3099406	13/10/2015	18.19 Mb
vare Removal Tool for Windows 8, 8.1, 10 and Windows Server 2012, 20	Update Rollups	890830	13/10/2015	14.71 Mb
Vindows 10 for x64-based Systems (KB3097617)	Security Updates	3097617	13/10/2015	496.72 Mb

e for Windows 10 for x64-based Systems (KB3097617)]
been identified in a Microsoft software product that could affect your system. You can help protect your system by installing this
soft. For a complete listing of the issues that are included in this update, see the associated Microsoft Knowledge Base article. After you
ou may have to restart your system.

r.X
e Agent version: 8.0 (10.0.10240.16397)
e enabled
pleted

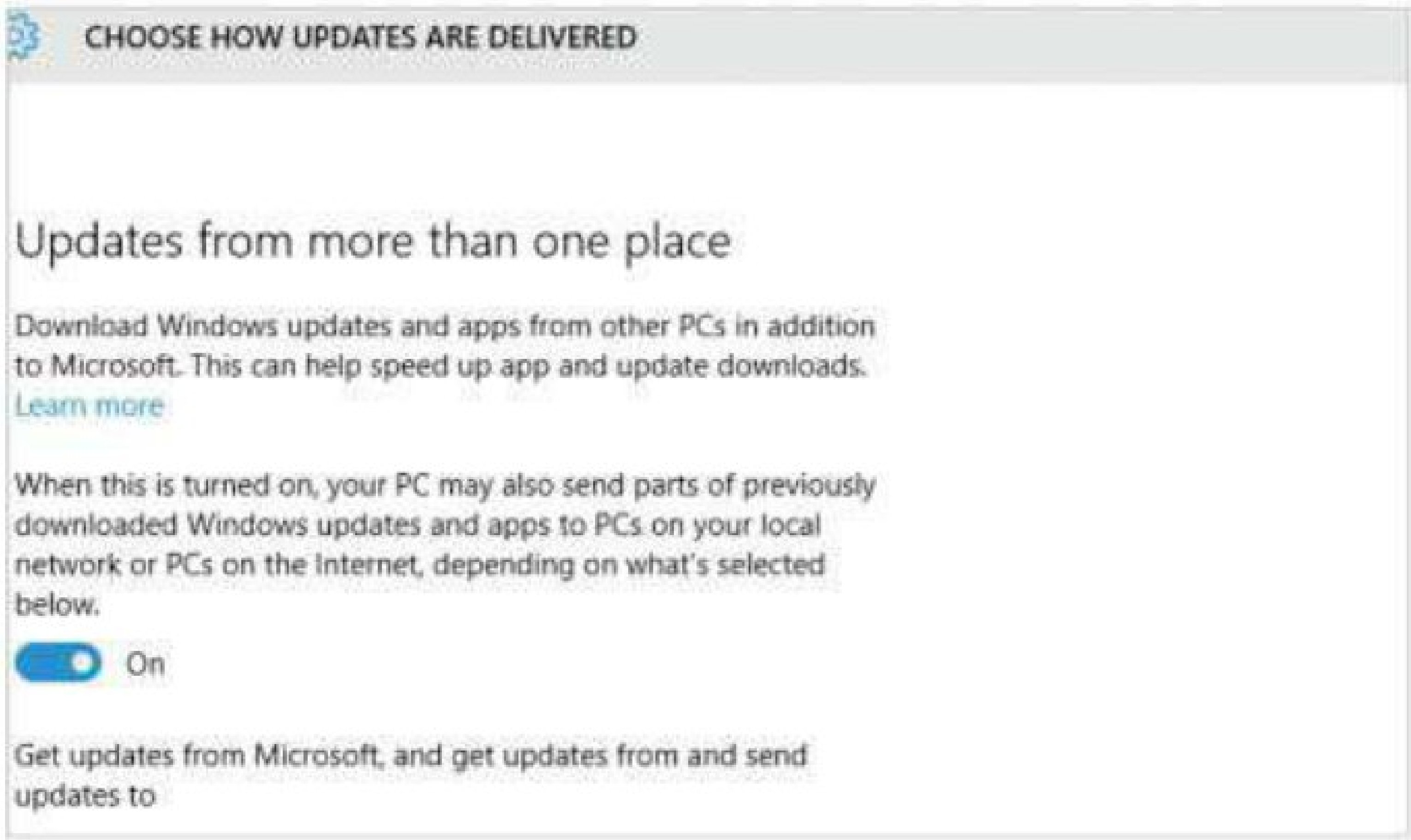
n
er
o six

5 View updates In addition to the icon for the hub, the Edge browser has icons for web clipping, for sharing and for changing browser settings

6 More info All applicable updates based on your viewing choice are displayed here. Tick the box next to each to select them

Jargon buster!

.7z file	A compressed file similar to zip files. Support isn't built into Windows, so a third-party app is required to extract its contents
Group Policy Editor (gpedit.msc	A Windows 10 Pro-only tool that allows users to configure various administrative and security settings without editing the Registry.
System type	The version of Windows – 32-bit or 64-bit – that is currently running. Right-click 'Start' and choose 'System' to find this out.



CHOOSE HOW UPDATES ARE DELIVERED

Updates from more than one place

Download Windows updates and apps from other PCs in addition to Microsoft. This can help speed up app and update downloads.
Learn more

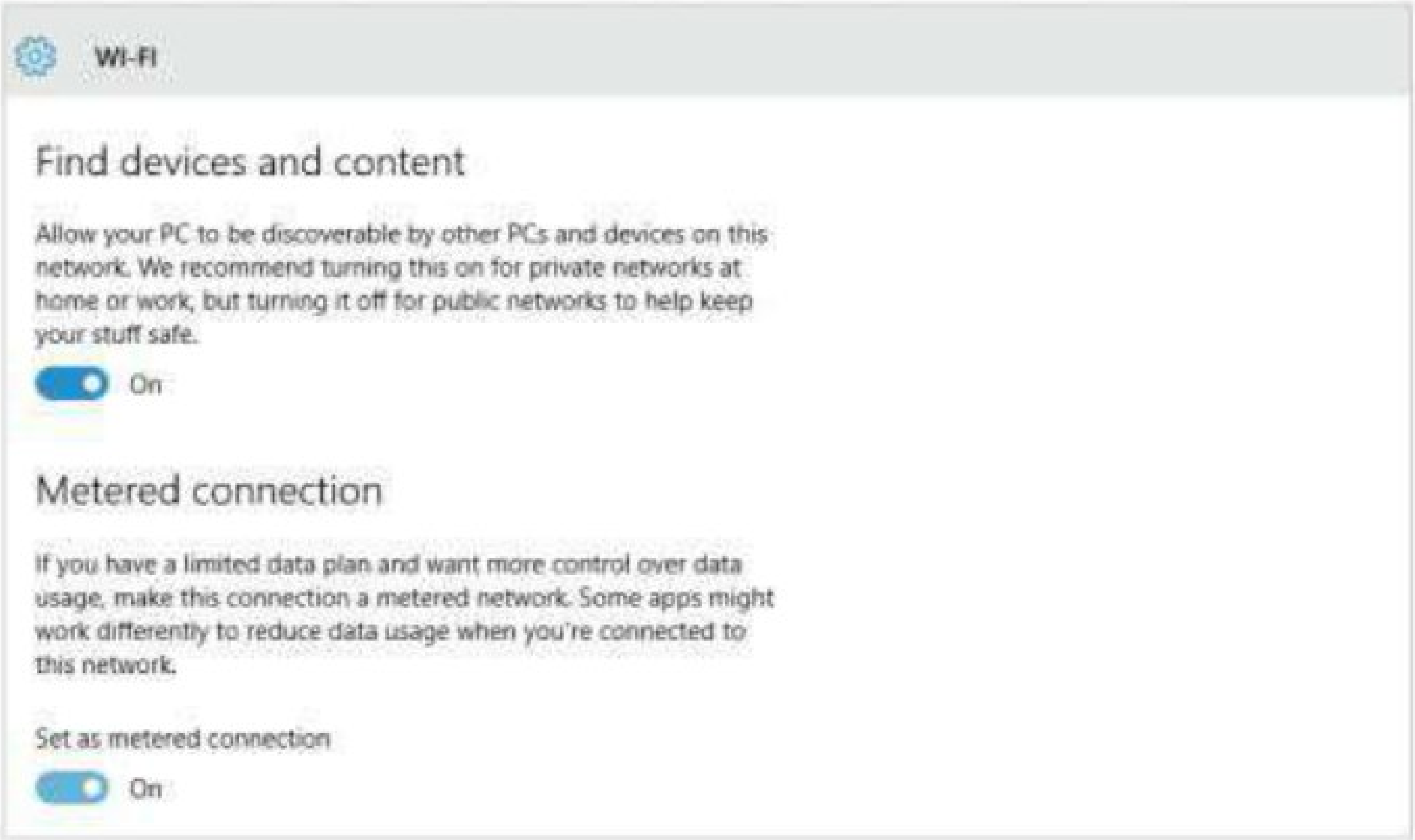
When this is turned on, your PC may also send parts of previously downloaded Windows updates and apps to PCs on your local network or PCs on the Internet, depending on what's selected below.

On

Get updates from Microsoft, and get updates from and send updates to

3 Control updates

By default, Microsoft will use your PC to share updates with other computers, which will sap internet speed and use up any monthly allowance you may have. Click 'Choose how updates are delivered' to change this – flick the main switch to 'Off' if you only have one Windows 10 PC on your network, or choose 'PCs on my local network' to reduce internet usage in a multi-PC household.



WI-FI

Find devices and content

Allow your PC to be discoverable by other PCs and devices on this network. We recommend turning this on for private networks at home or work, but turning it off for public networks to help keep your stuff safe.

On

Metered connection

If you have a limited data plan and want more control over data usage, make this connection a metered network. Some apps might work differently to reduce data usage when you're connected to this network.

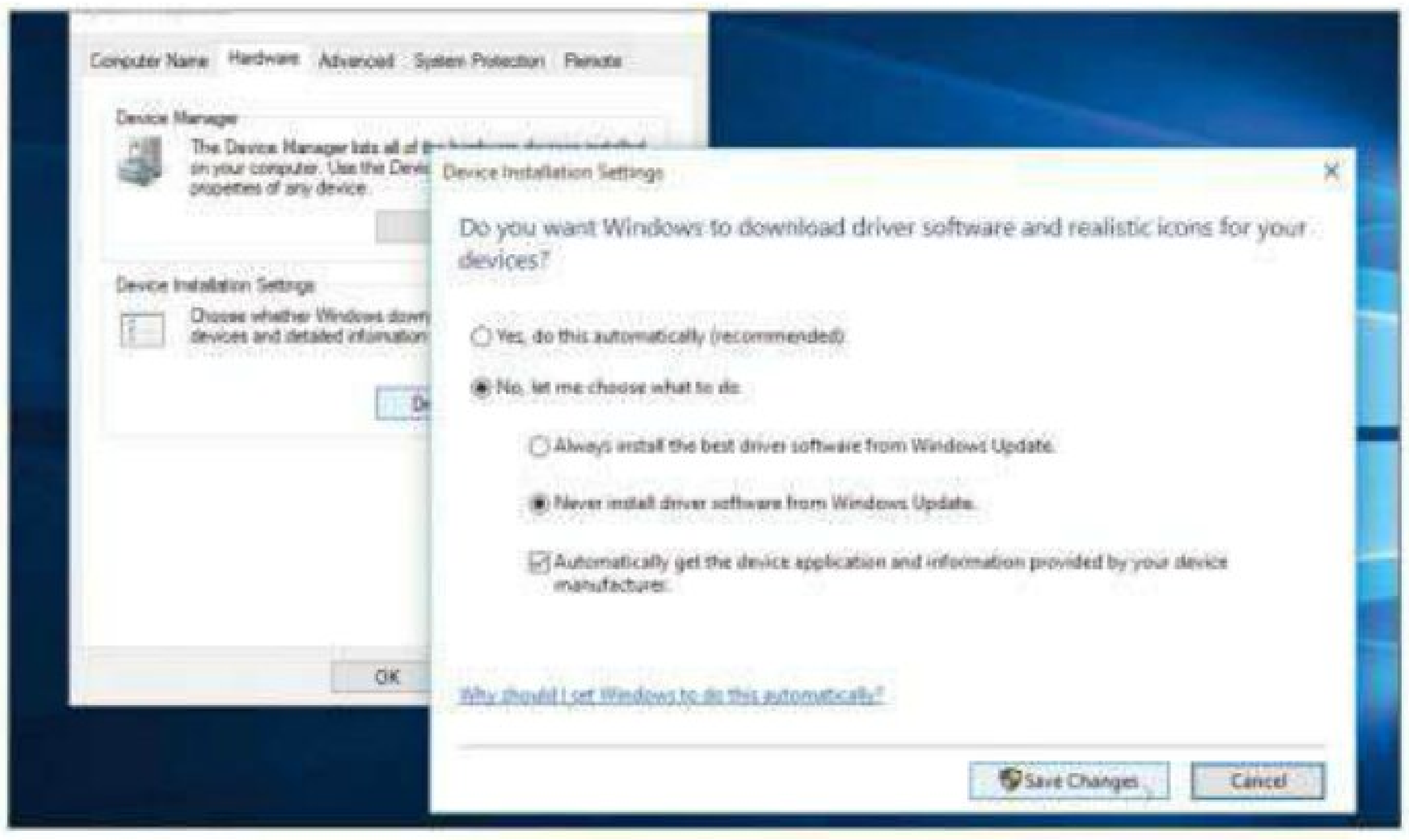
Set as metered connection

On

4 Trick Windows Update

If you connect through a wireless connection, you can delay updates by claiming you're on a metered connection – click 'Start > Settings > Network & Internet > WiFi' and click 'Manage WiFi settings'. Flick the 'Metered Connection' switch to 'On' and updates won't be delivered until you switch it off. Set an alarm to remind yourself to flick it off periodically to check for updates manually.

Back issues: Storemags.com



Device Installation Settings

Do you want Windows to download driver software and realistic icons for your devices?

○ Yes, do this automatically (recommended)

● No, let me choose what to do

○ Always install the best driver software from Windows Update.

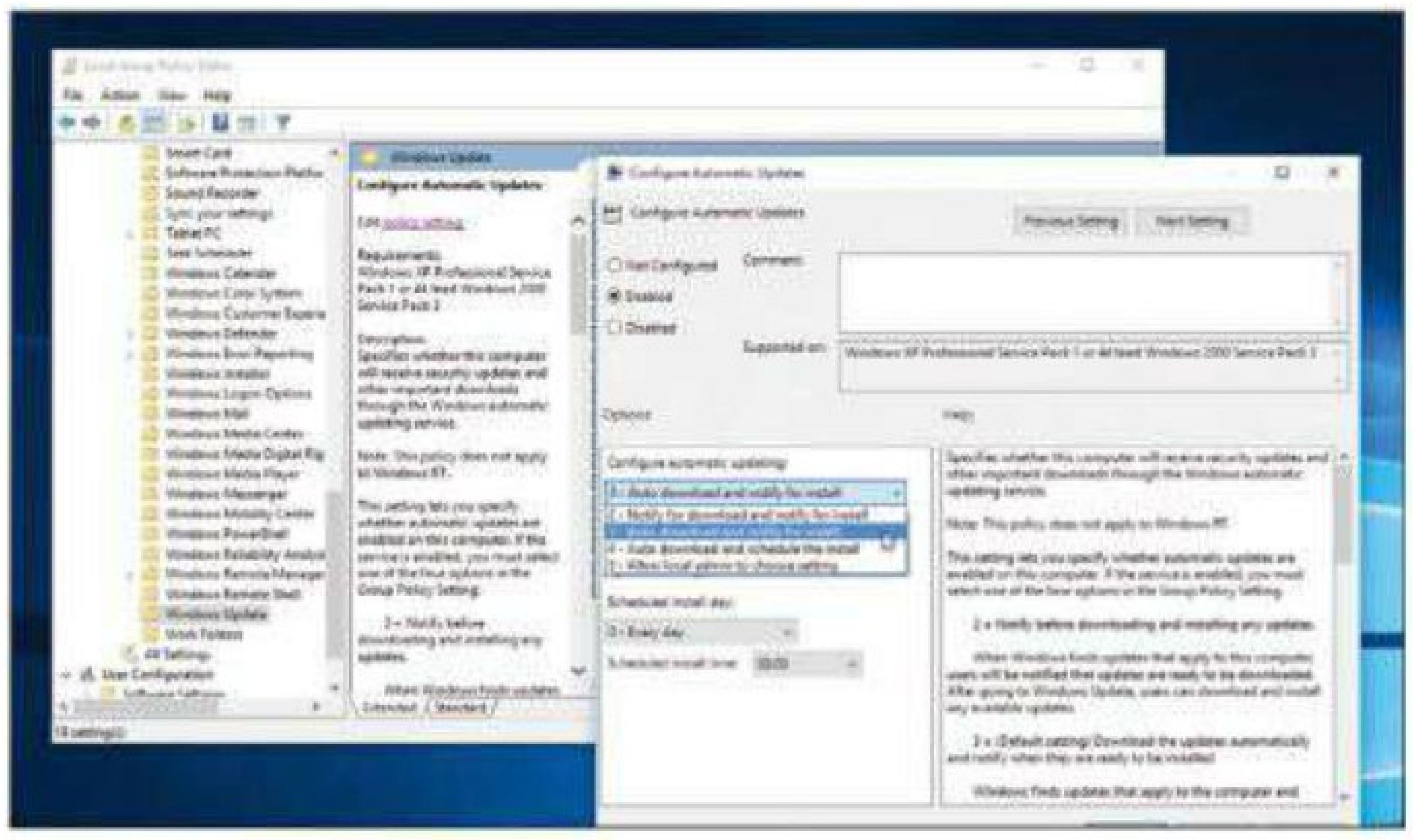
● Never install driver software from Windows Update.

☑ Automatically get the device application and information provided by your device manufacturer.

Why should I set Windows to do this automatically?

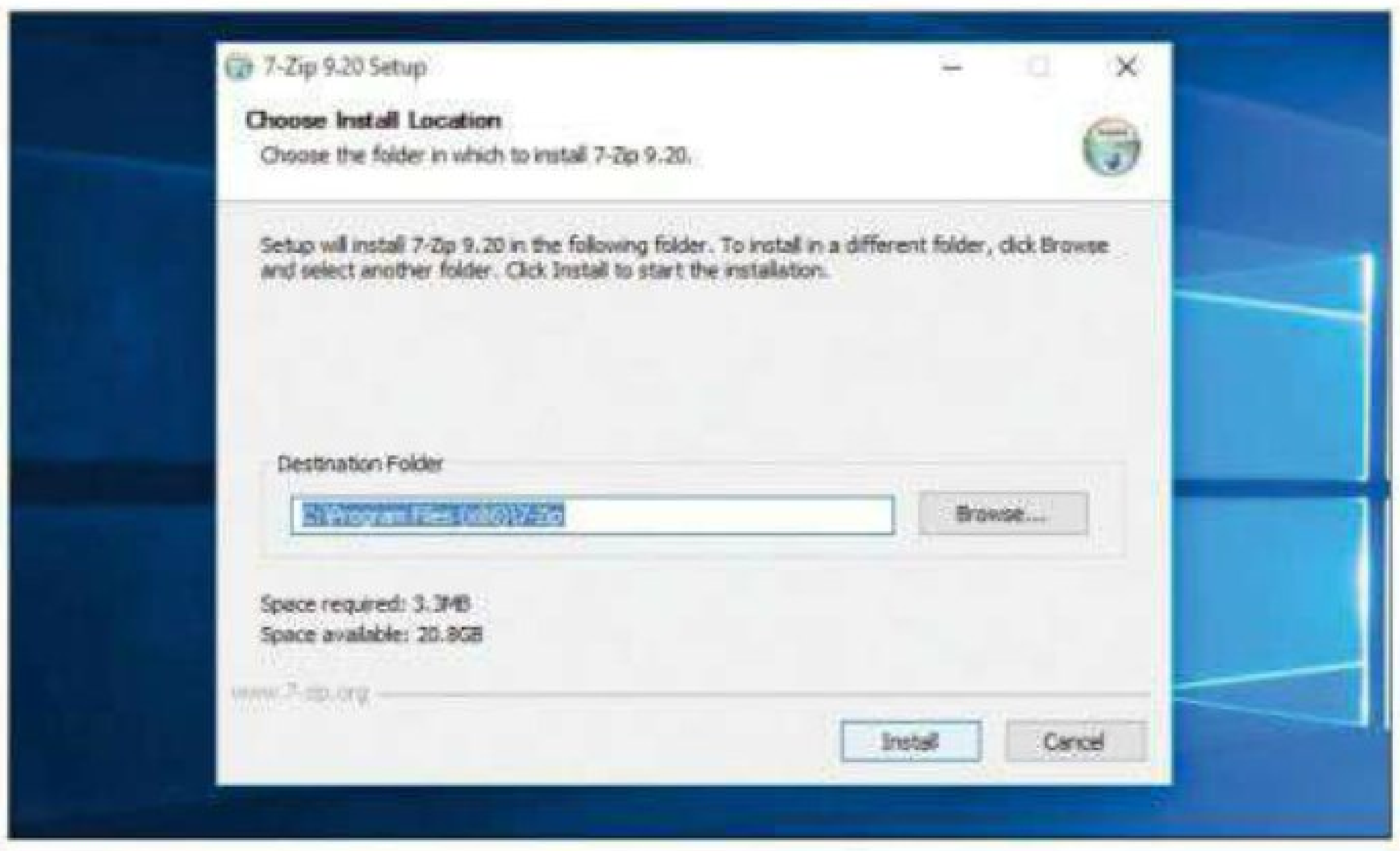
5 Disable automatic driver updates

Once you've installed the extension, Windows takes you to the Edge browser to tell you what you've got and ask whether you want to switch it on. With an extension such as Office Online you're safe, but read this bit carefully with third-party extensions as it tells you what data it can access and what it can do. Bad extensions aren't common, but the odd one may slip through.



6 Disable automatic updates

Pro edition users should type 'gpedit' into the Search box and click 'Edit group policy'. Expand 'Administrative Templates > Windows Components' under 'Computer Configuration' and select 'Windows Update'. Click 'Configure Automatic Updates' in the right-hand pane, select 'Enabled' and then pick option 2 or 3 to force Windows to wait for your say so before installing updates.



7-Zip 9.20 Setup

Choose Install Location

Choose the folder in which to install 7-Zip 9.20.

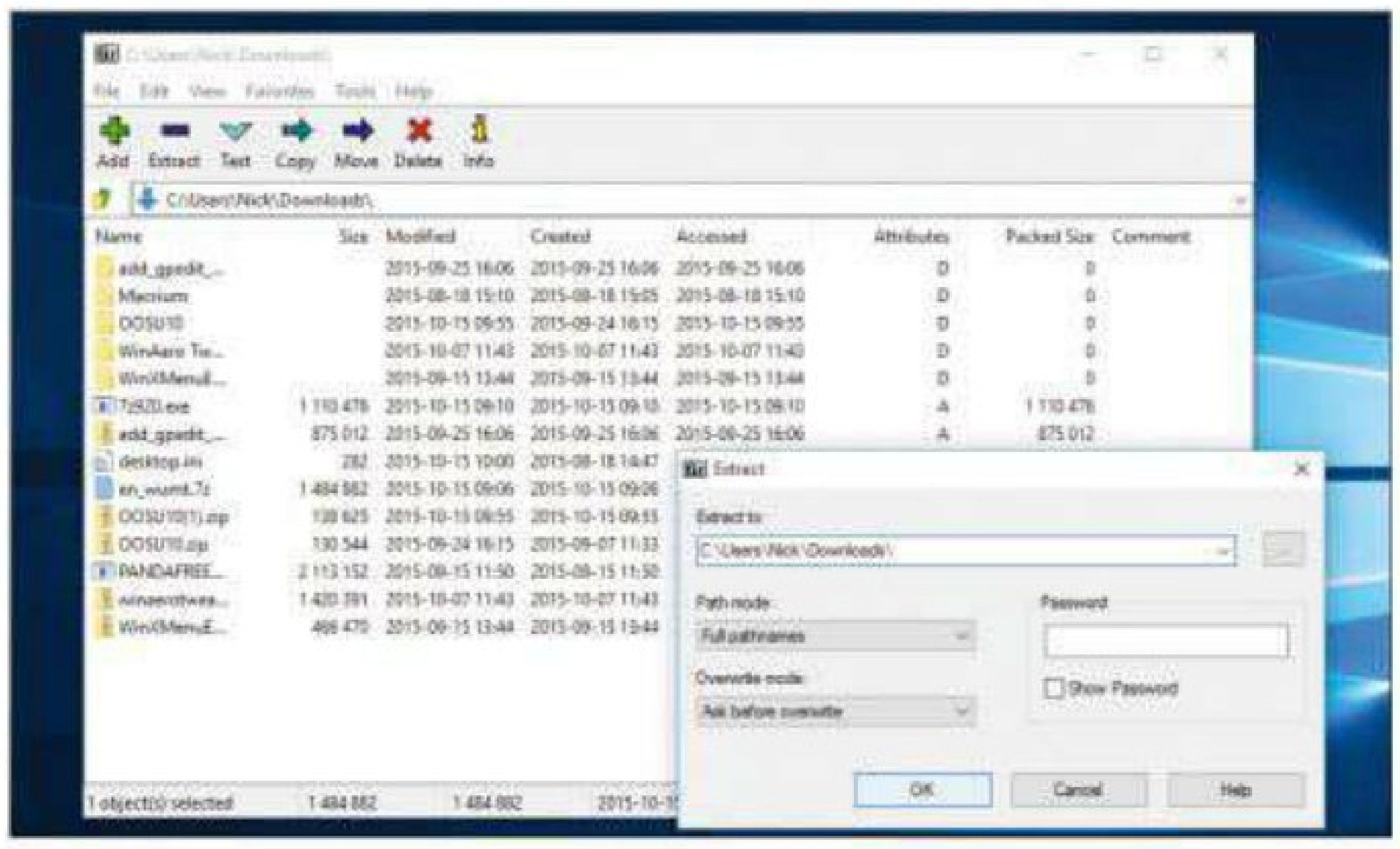
Setup will install 7-Zip 9.20 in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.

Destination Folder: C:\Program Files (x86)\7-Zip

Space required: 3.3MB
Space available: 20.8GB

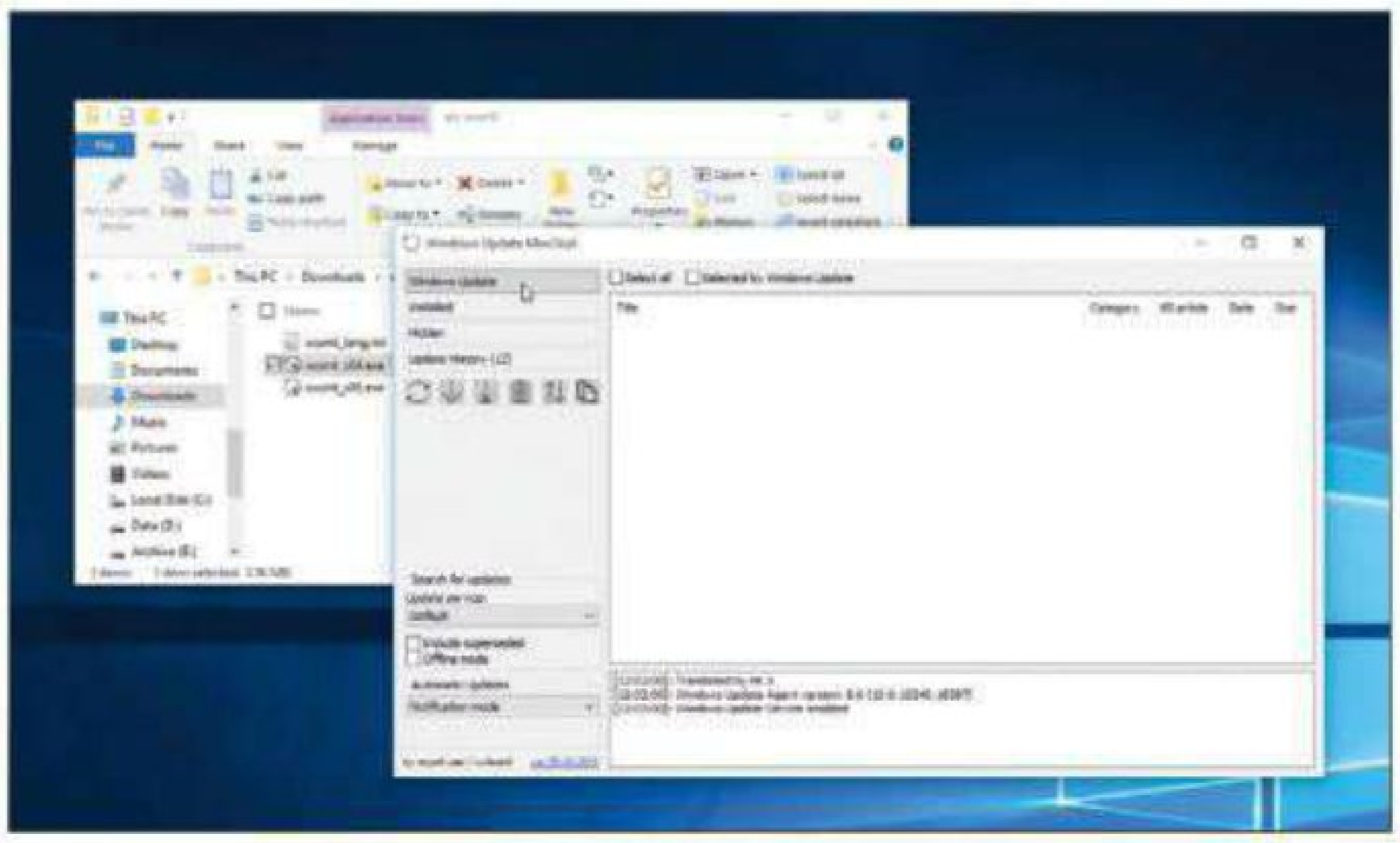
7 Manage updates with MiniTool

Windows Update MiniTool is a portable app that gives you more control over viewing, managing and hiding updates. It's delivered in a .7z file, which can be extracted using a free program called 7-Zip – download and install it from www.z-7ip.org. Once done, browse to http://bit.ly/winupdmini and click the en_wumt.7z icon to save it to your Downloads folder.



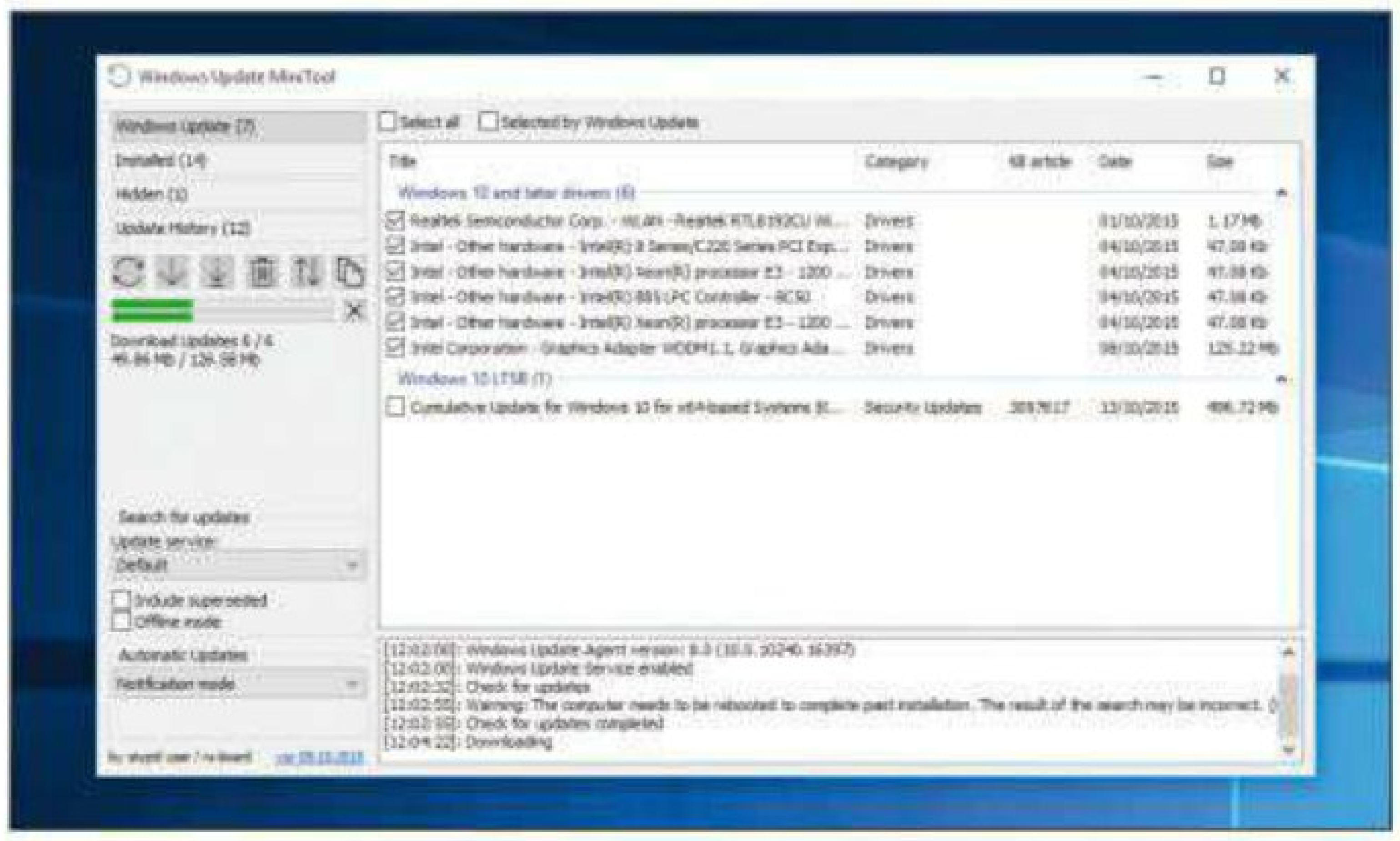
8 Extract and run

Open Z-Zip File Manager from 'Start > All Apps > 7-Zip menu'. Click 'Computer', then browse to your Downloads folder (typically C:\Users\<username>\Downloads), select en_wumt.7z and click 'Extract'. Remove the trailing \en_wumt from the 'Extract to:' box and click 'OK'. Once the files have been extracted, close 7-Zip and navigate to your Downloads folder in File Explorer.



9 Launch app

Edge's advanced settings menu enables you to block some of the internet's more irritating features, such as pop-up adverts, and you can disable Adobe's Flash Player too. That's worth doing as Flash is often a security problem due to vulnerabilities, and because some sites often use Flash for auto-play ads. You can also change the default file download location in this menu.



10 Manage and tweak

Roll your mouse over an update for a more detailed description, or select it and click the 'Update Support URL' to see if a Knowledge base article can provide more information. You can hide any unwanted non-critical updates from view. Download and install individual updates from here, plus review installed and hidden updates, plus your update history using the controls. ■

LET THE AMAZON ECHO CHANGE YOUR LIFE TODAY

Discover everything you need to know to get the most from Amazon's voice-activated speaker and its built-in digital assistant, Alexa

NEW
BOOKAZINE
Future
Amazon Echo
The Complete Manual
The independent handbook for Amazon Echo users
Master essential commands & more
"Alexa, how do I...?"
ON SALE NOW
100% UNOFFICIAL
ISBN 978-1-78546-716-5
Future
FIRST EDITION
PRINTED IN THE UK
£7.99
amazon

Future

Ordering is easy. Go online at:

www.myfavouritemagazines.co.uk

Or get it from selected supermarkets & newsagents

Learn how to...

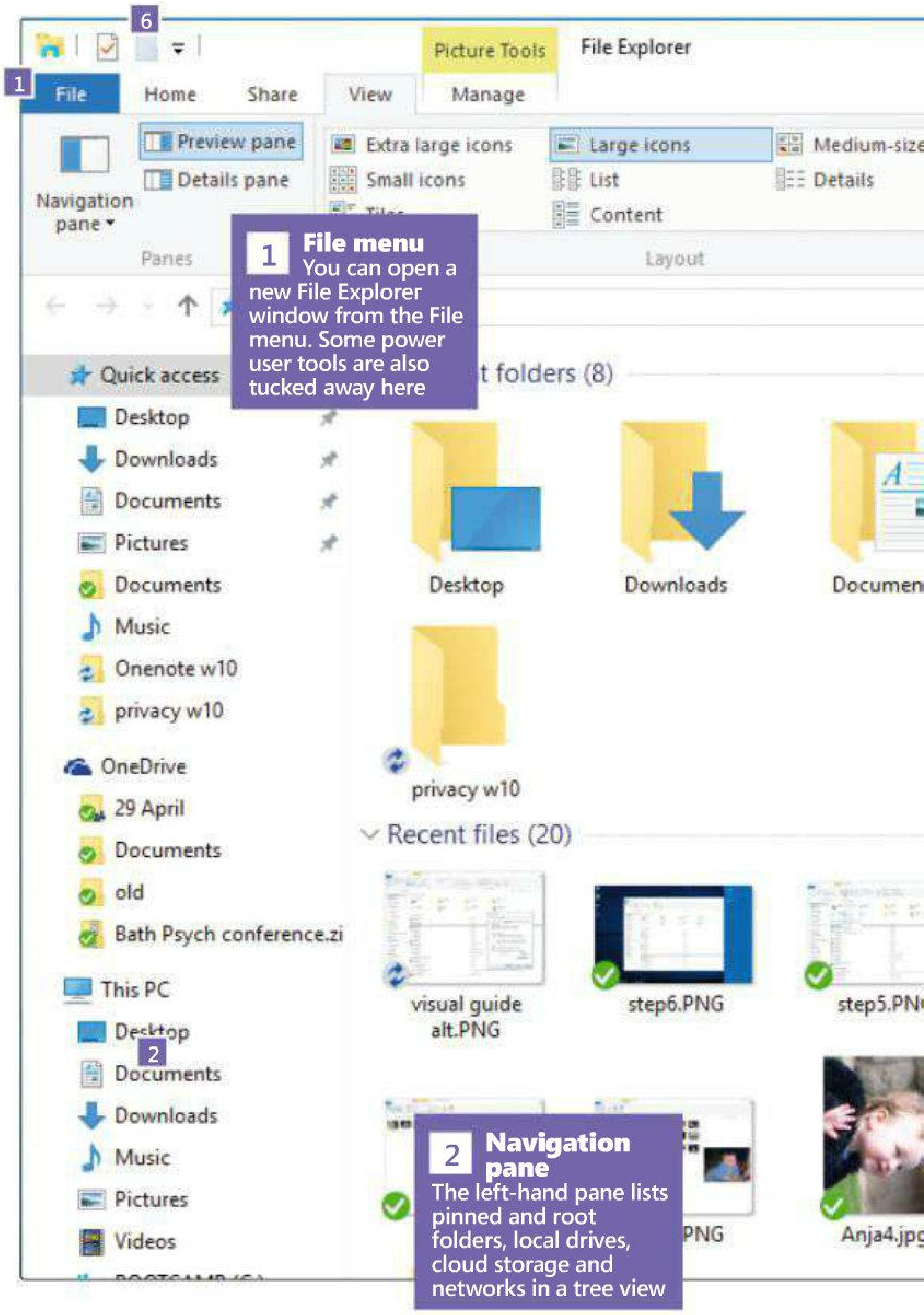
Do more with your PC's files

Use File Explorer to organize and maintain your files and folders

TIME TAKEN
20 minutes

Computers have used the idea of folders to store our files in for decades now. Before the Windows visual interface came along, we had to interact with our PCs using a command line – a flashing cursor floating in a sea of black. Back then, you typed in commands to view a computer's 'directory structure' and move up and down a hierarchy of folders.

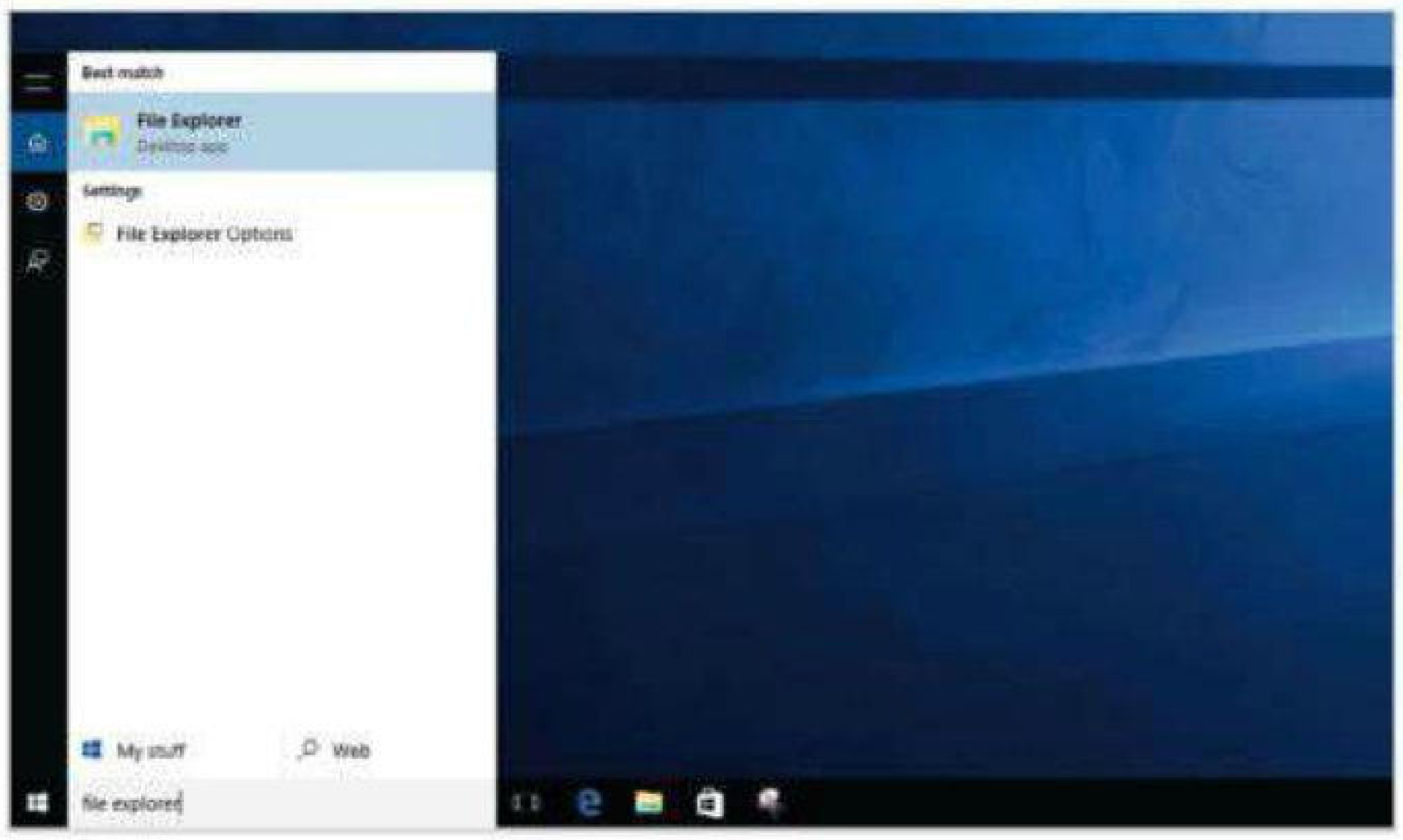
Happily, Windows saved us from all that. By using folders, today's File Explorer reveals a PC's directory structure like the branches of a tree, making organizing files simpler and navigating between folders altogether easier. File Explorer also lets you perform file-specific actions with a click of the mouse and quickly find the file you want using a simple word or phrase. Read on to discover how File Explorer can make managing your files a breeze.

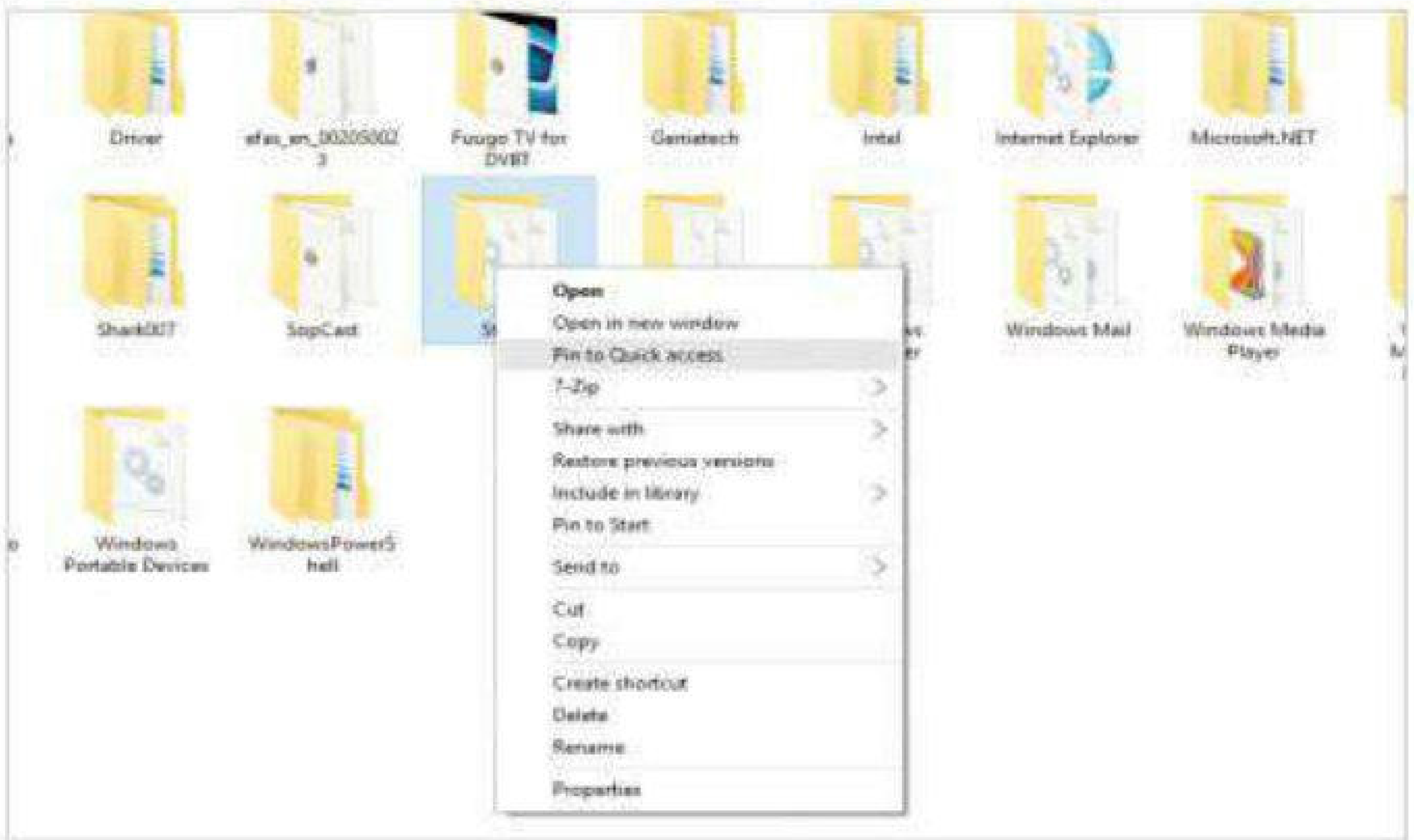

6
1
File
Home
Share
View
Picture Tools
Manage
File Explorer
Navigation pane
Preview pane
Details pane
Panes
Extra large icons
Small icons
Large icons
List
Content
Medium-size
Details
Layout
Quick access
Desktop
Downloads
Documents
Pictures
Documents
Music
Onenote w10
privacy w10
OneDrive
29 April
Documents
old
Bath Psych conference.zi
This PC
Desktop
2
Documents
Downloads
Music
Pictures
Videos
t folders (8)
Desktop
Downloads
Documen
privacy w10
Recent files (20)
visual guide alt.PNG
step6.PNG
step5.PN
PNG
Anja4.jpg

1 File menu You can open a new File Explorer window from the File menu. Some power user tools are also tucked away here

2 Navigation pane The left-hand pane lists pinned and root folders, local drives, cloud storage and networks in a tree view

Get the best out of File Explorer


Best match
File Explorer
Desktop app
Settings
File Explorer Options
My stuff
Web
file explorer

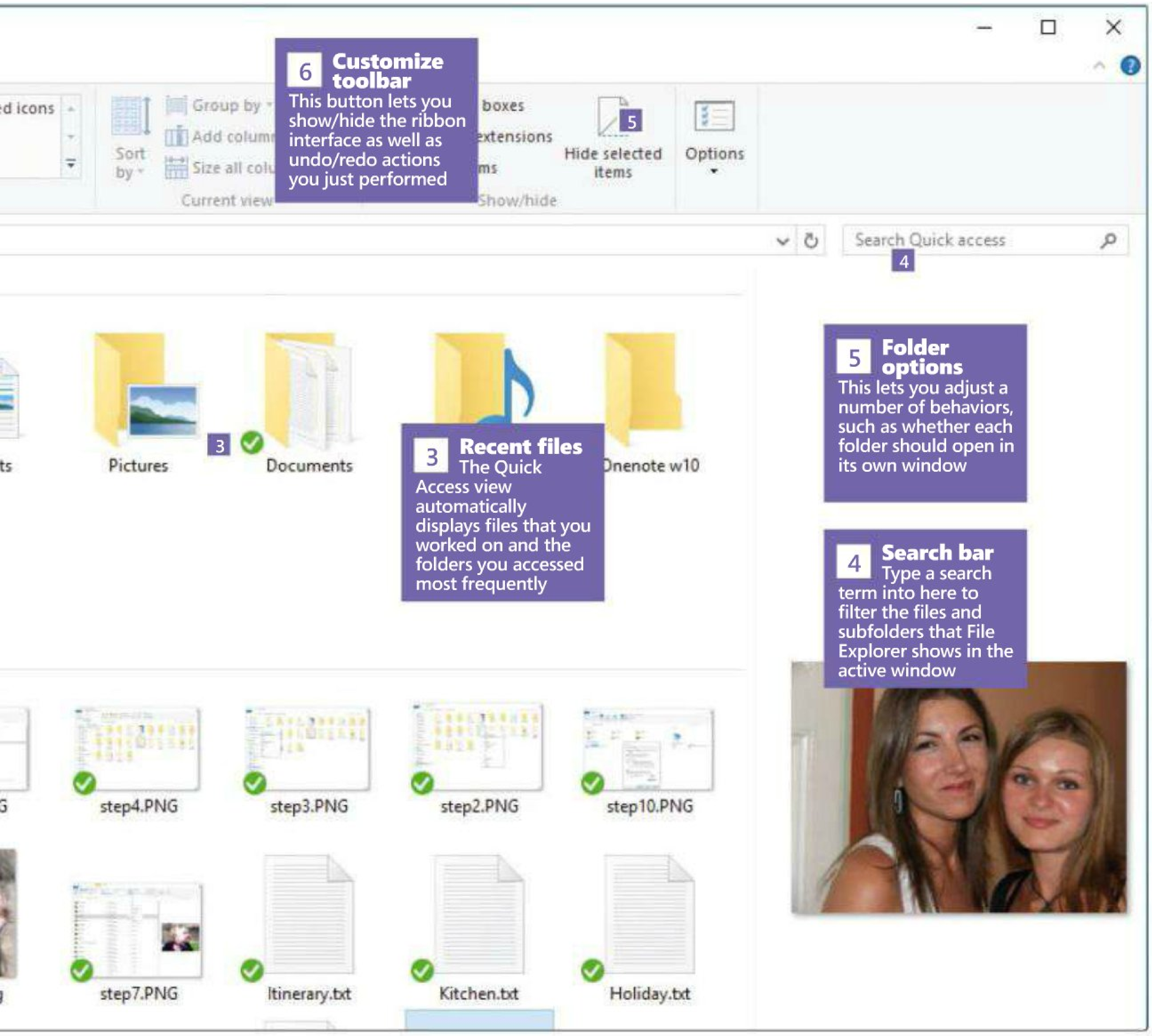

Driver
Intel
Internet Explorer
Microsoft.NET
Windows Mail
Windows Media Player
Windows Portable Devices
WindowsPowerShell
Open
Open in new window
Pin to Quick access
7-Zip
Share with
Restore previous versions
Include in library
Pin to Start
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

1 Open File Explorer

Start by opening File Explorer. You can do this a number of ways. By default, Windows 10 includes a shortcut to the application on the taskbar: click the icon that looks like a folder and File Explorer opens. You can also type the name of the app into the search box and press [Enter]. Alternatively, hold down the [Windows key]+[E] for a fast-finger shortcut.

2 Quick Access

The left-hand navigation pane in File Explorer is the Quick Access area. It acts like a bookmarks bar for your favorite folders and any frequently accessed areas on your PC. You can 'pin' any folder here (the folder remains in its original location) to save you digging around for it later. To do so, right-click the folder in question and select 'Pin to Quick Access' from the menu.


Sort by
Group by
Add columns
Size all columns
Current view
boxes
extensions
Hide selected items
Show/hide
Options
Search Quick access
Pictures
Documents
Onenote w10
step4.PNG
step3.PNG
step2.PNG
step10.PNG
step7.PNG
Itinerary.txt
Kitchen.txt
Holiday.txt

6 Customize toolbar
This button lets you show/hide the ribbon interface as well as undo/redo actions you just performed

3 Recent files
The Quick Access view automatically displays files that you worked on and the folders you accessed most frequently

5 Folder options
This lets you adjust a number of behaviors, such as whether each folder should open in its own window

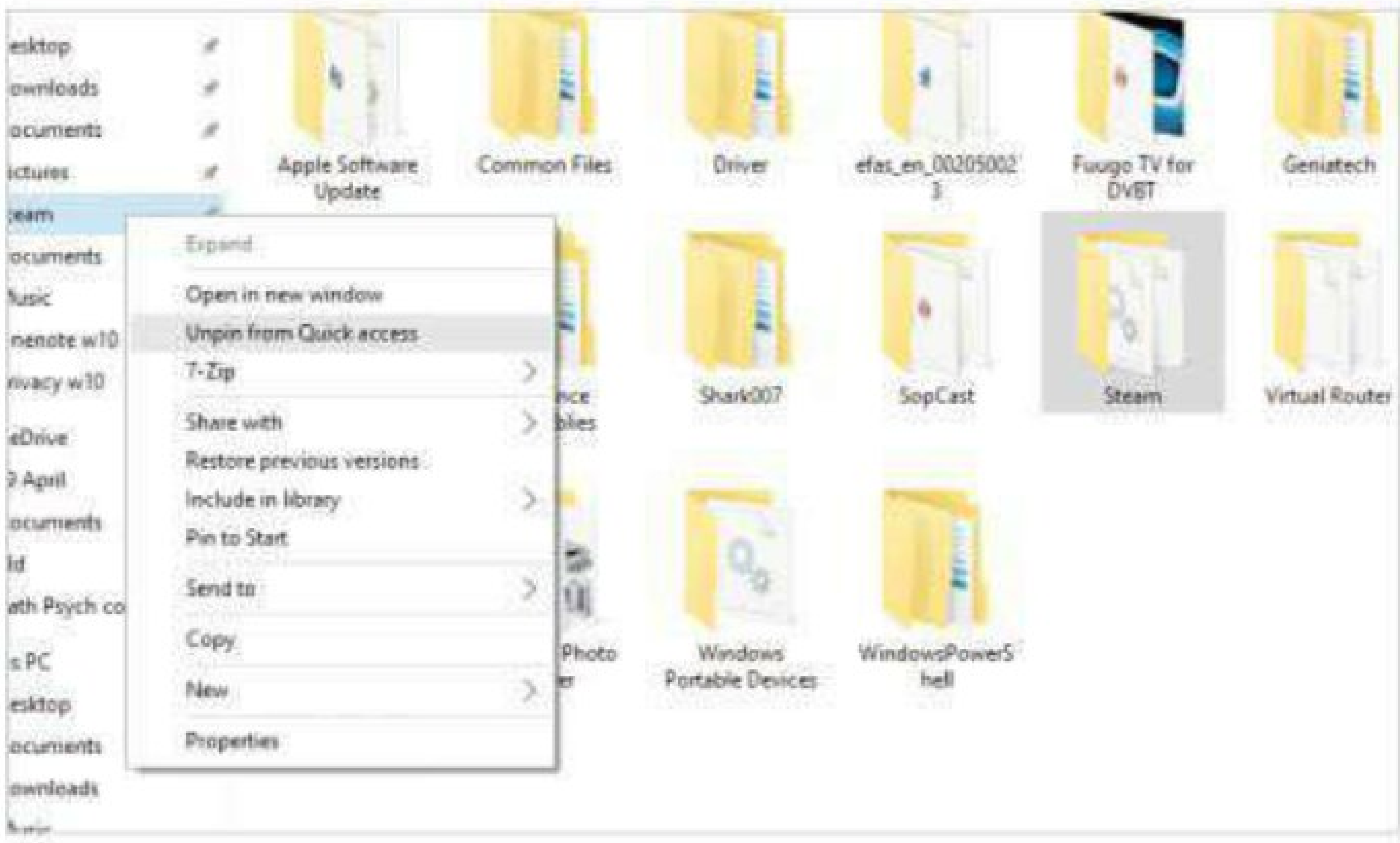
4 Search bar
Type a search term into here to filter the files and subfolders that File Explorer shows in the active window

Jargon buster!

Ribbon interface
Introduced in Windows 8, the ribbon appears in many Microsoft applications and is home to an app's most frequently used tools.

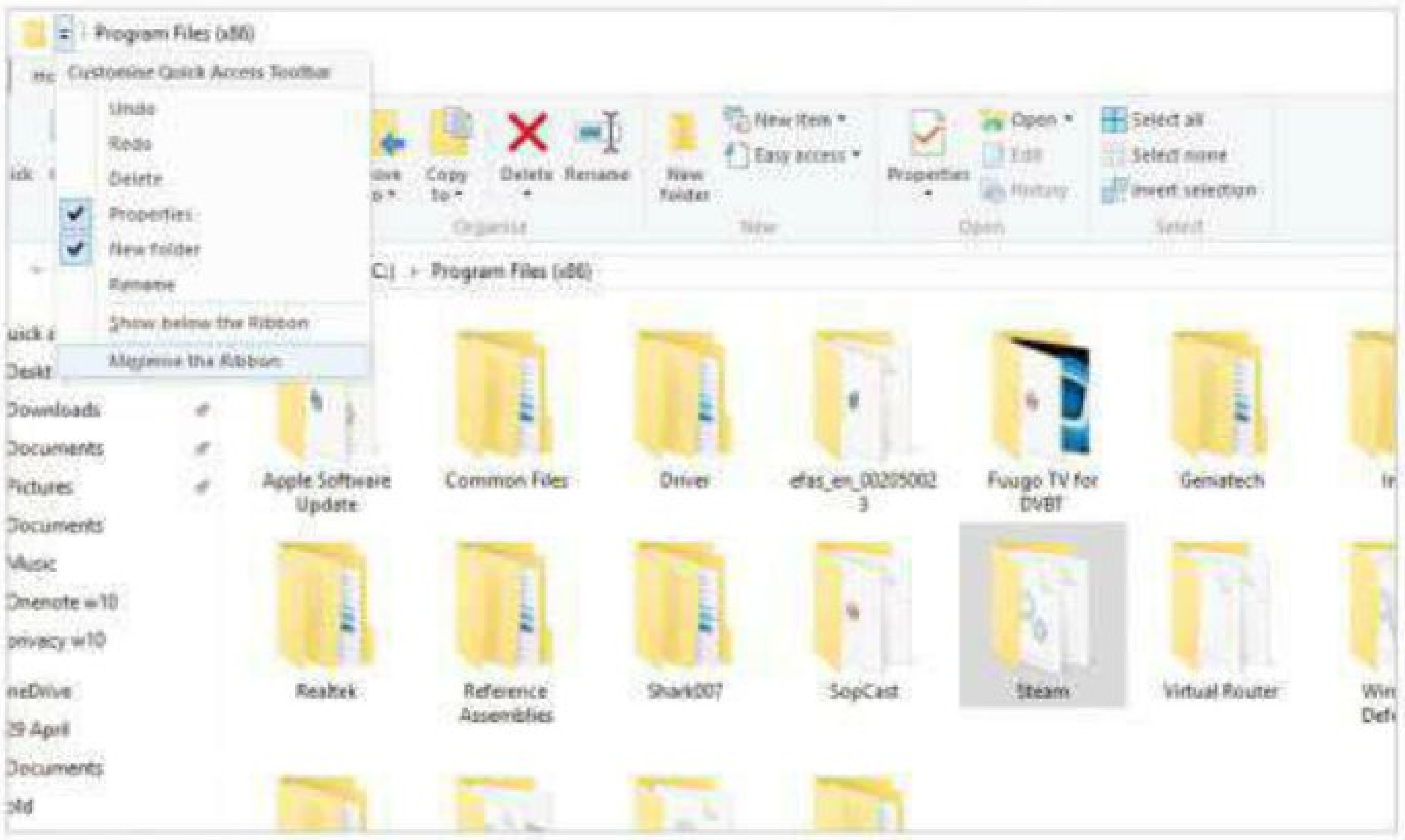
Quick Access
File Explorer's default viewing mode that replaces the more technical 'This PC' view of previous versions.

Homegroup
Homegroups are set up by users to enabwe others on the same network to access specific local content.


Expand
Open in new window
Unpin from Quick access
7-Zip
Share with
Restore previous versions
Include in library
Pin to Start
Send to
Copy
New
Properties

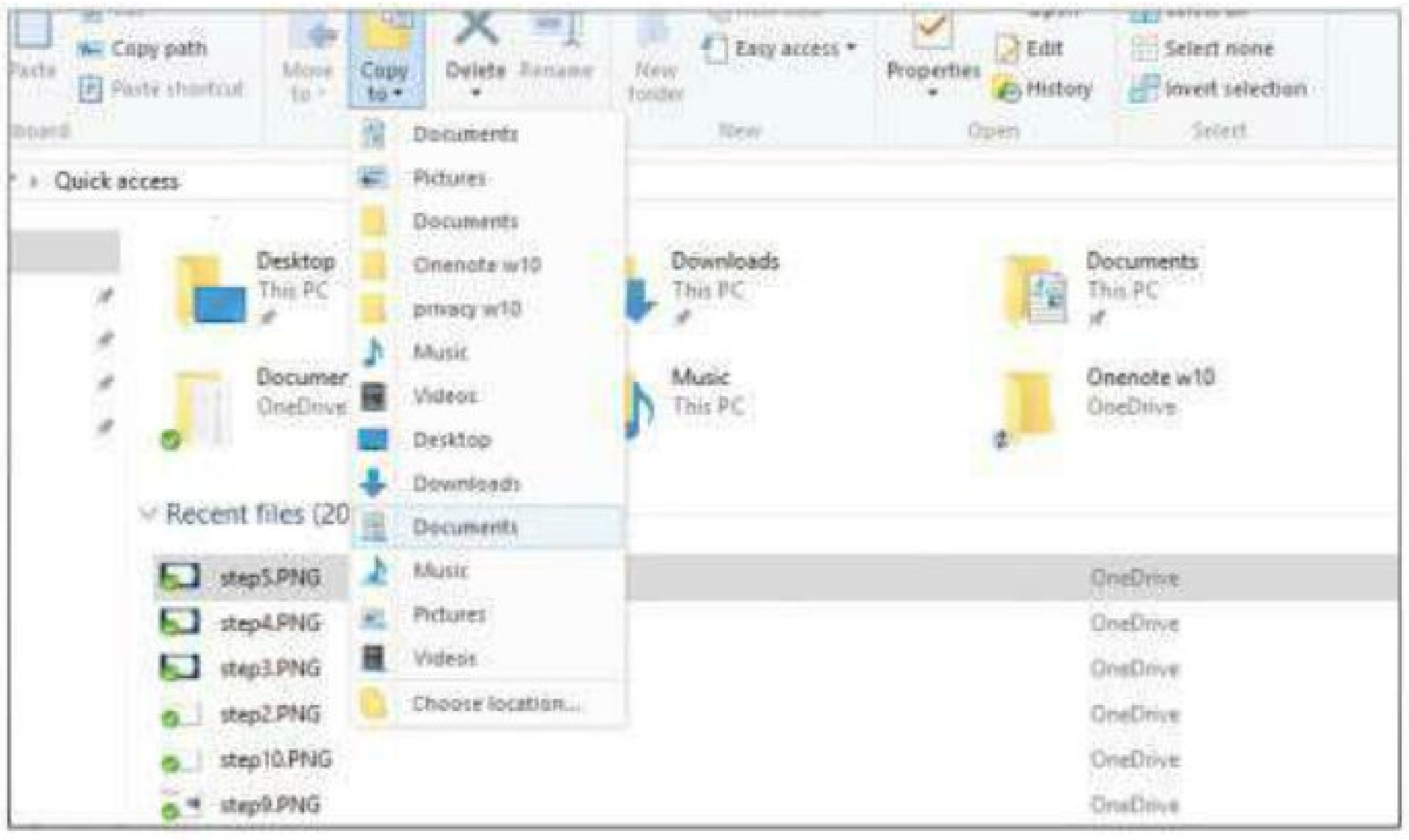
3 Pinned folders

A pinned folder is basically a virtual link to a folder located elsewhere on your PC, but that doesn't stop it from working like any other folder. For example, drag and drop an item onto a pinned folder and it will be moved into it (or copied into it, if it's on another physical drive). To remove a folder from the Quick Access menu, right-click it and select 'Remove from Quick Access'.


Program Files (x86)
Customise Quick Access Toolbar
Undo
Redo
Delete
Properties
New folder
Rename
Show below the Ribbon
Minimise the Ribbon

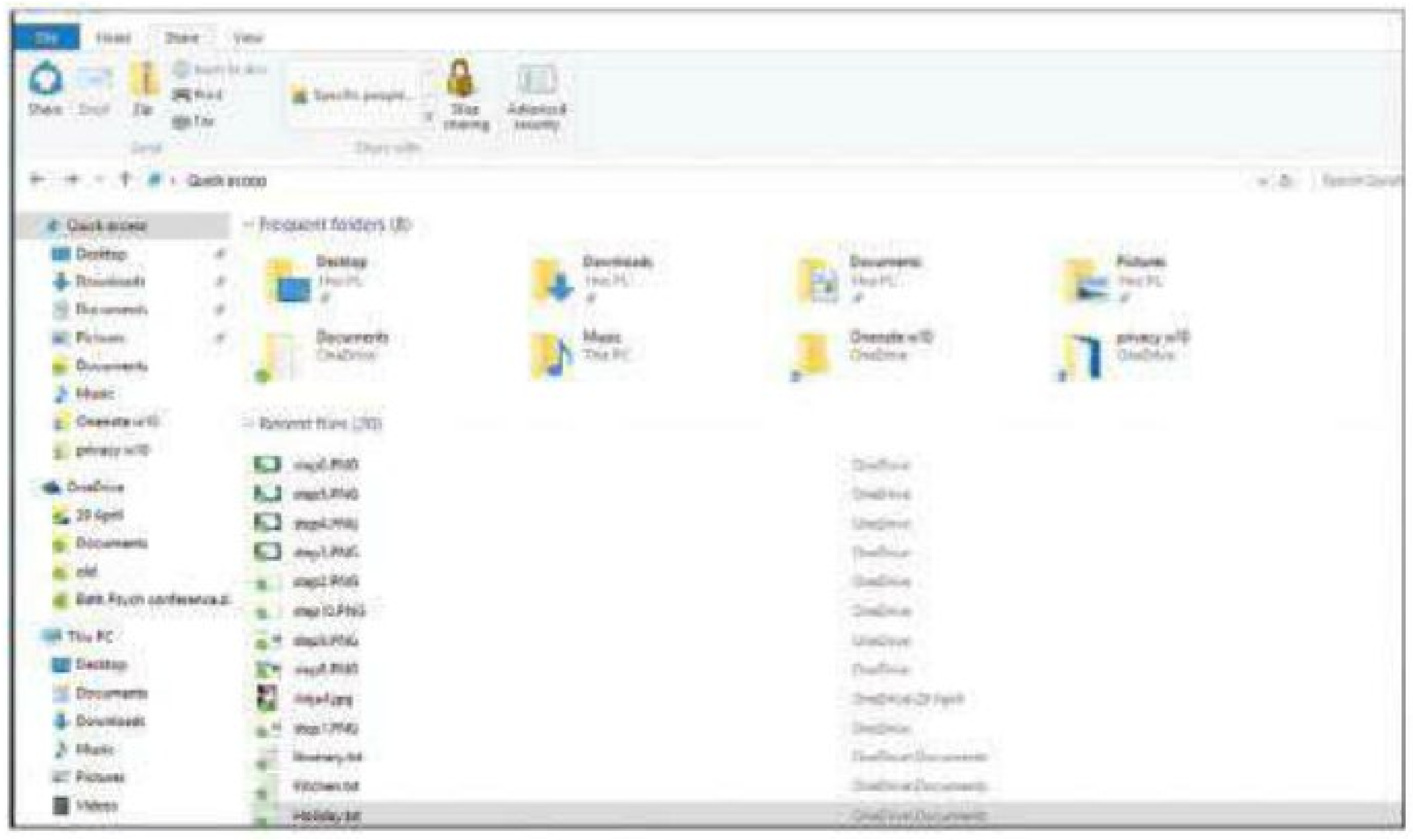
4 Ribbon interface

The ribbon interface is home to File Explorer's more advanced functions, which we'll look at in the next step. For now, you can reveal the interface by clicking the Home, Share or View buttons at the top of the window. To make the ribbon permanently visible, click the downward-pointing icon next to the folder name in the header and uncheck 'Minimize the Ribbon'.


Copy path
Paste shortcut
Move to
Copy to
Delete
Rename
New folder
Easy access
Properties
Edit
History
Select none
Invert selection
Quick access
Desktop
This PC
Downloads
Documents
Music
Onenote w10
OneDrive
Pictures
privacy w10
Videos
Choose location...
Recent files
step5.PNG
step4.PNG
step3.PNG
step2.PNG
step10.PNG
step9.PNG

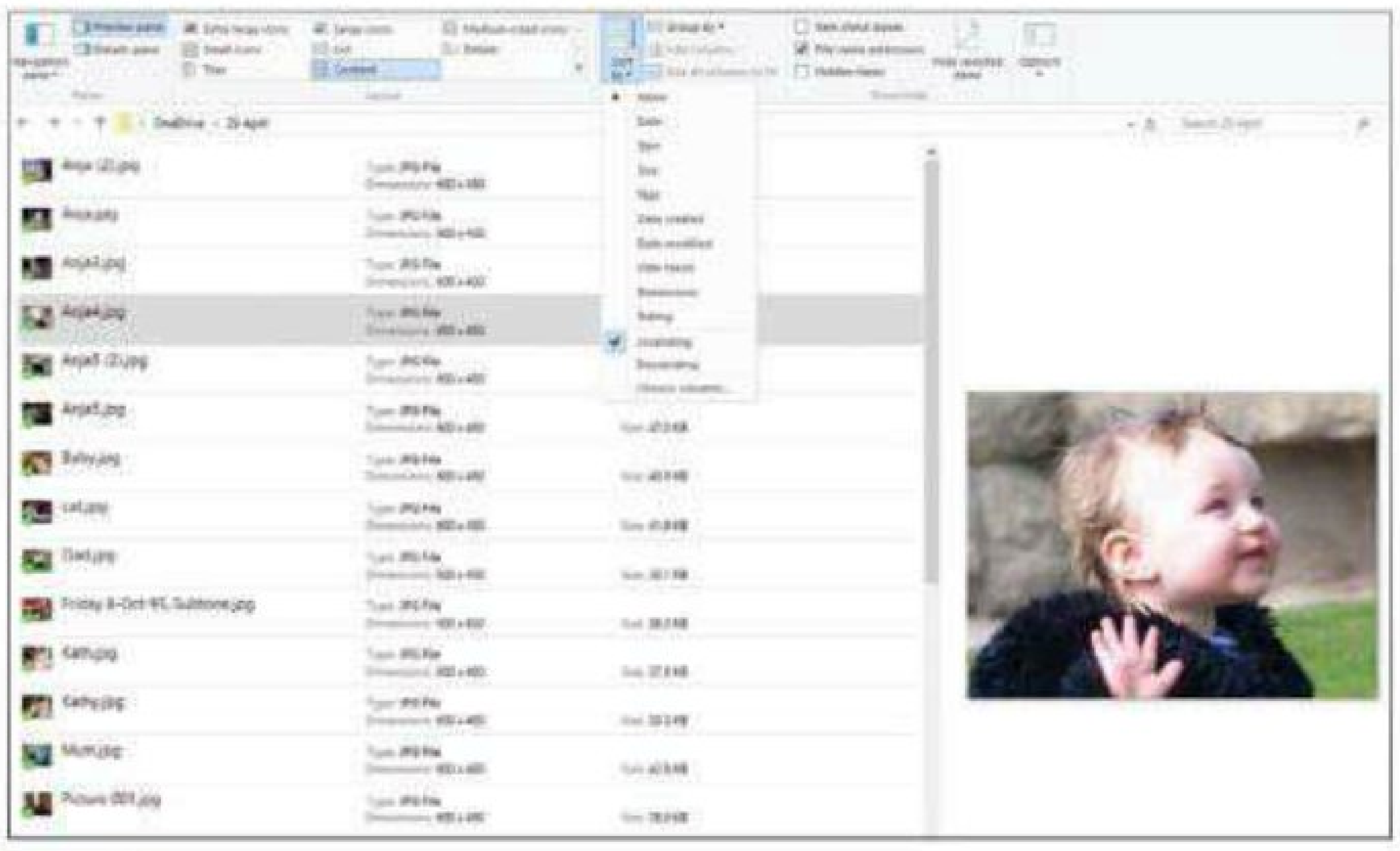
5 Home tab

Clicking the Home tab reveals commonly used (and useful) file and folder actions, such as cutting, copying and pasting to the virtual clipboard. The clipboard works as a temporary 'holding pen' for items when you're reorganizing files and folders. The other Home buttons include actions such as move, copy, delete, rename, new item (file, folder etc) and selection tools.


File
Home
Share
View
Quick access
Frequent folders
Recent files

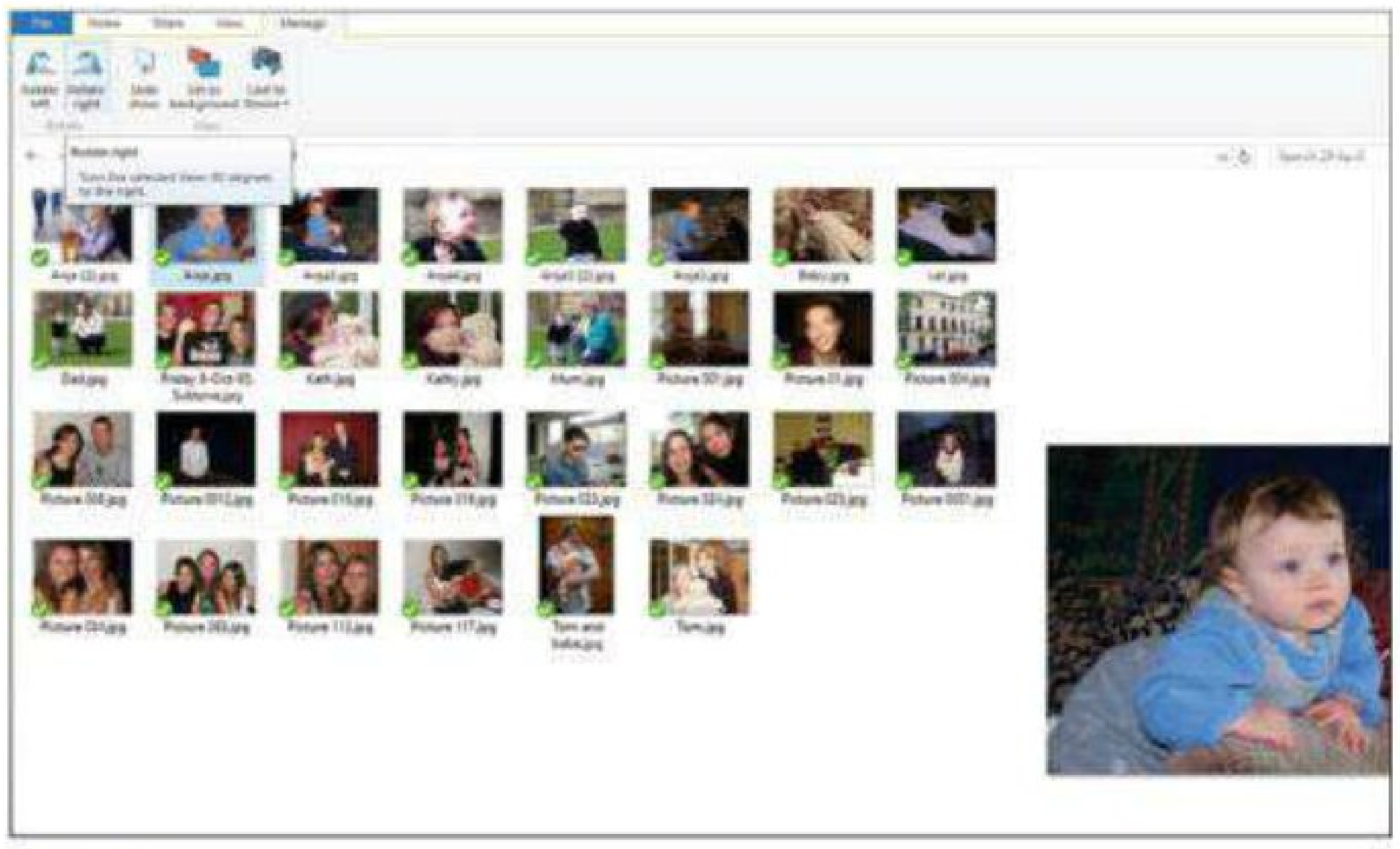
6 Share tools

To send a file or folder to someone, open the Share tab. Here you'll find options to share an item over email or to zip it first (this is recommended for large files). Alternatively, you can burn items to disk, print or fax a document, and also share files with other people on your local network. Click the first Share button and Windows will let you choose which app to use.



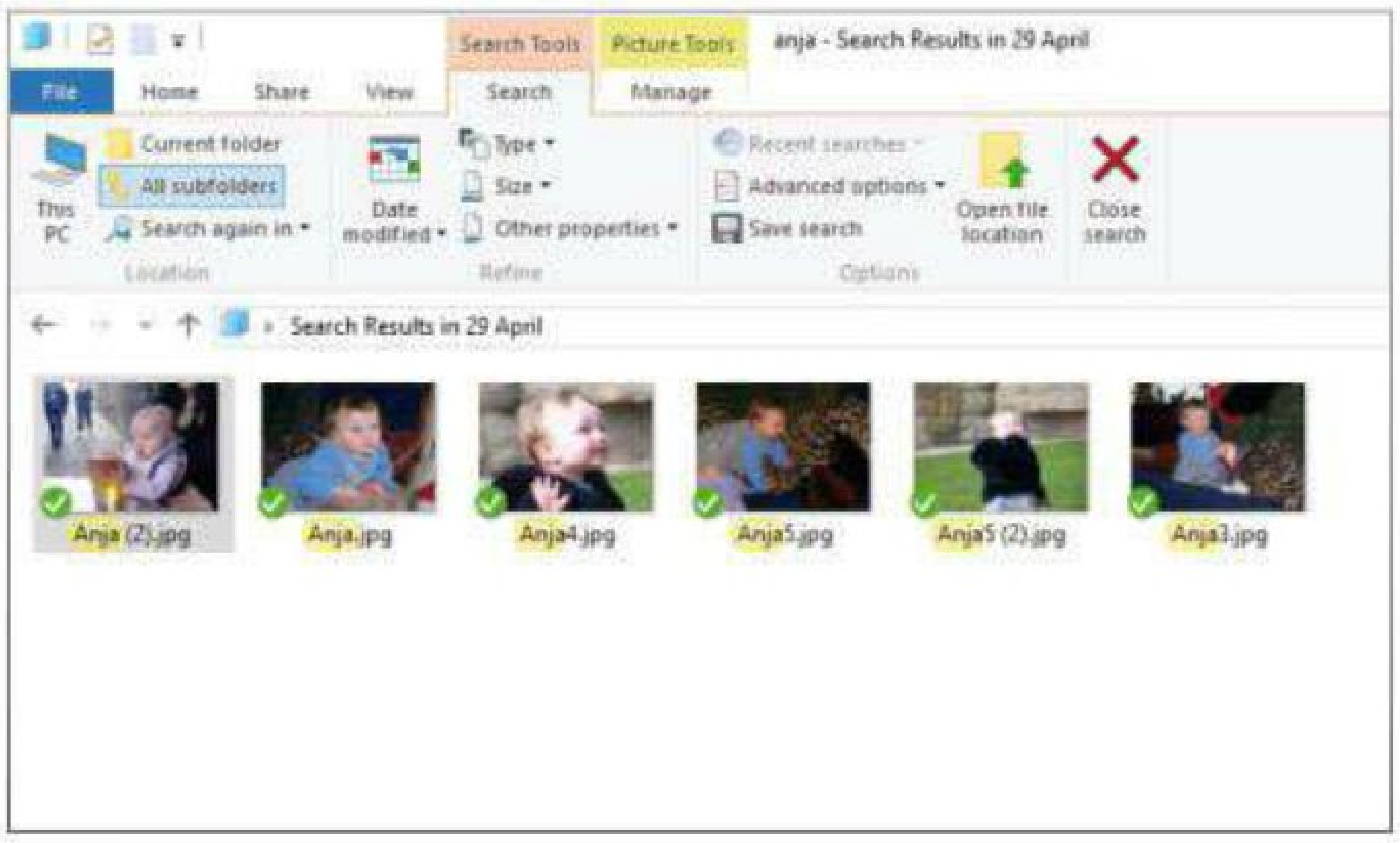
7 View tab

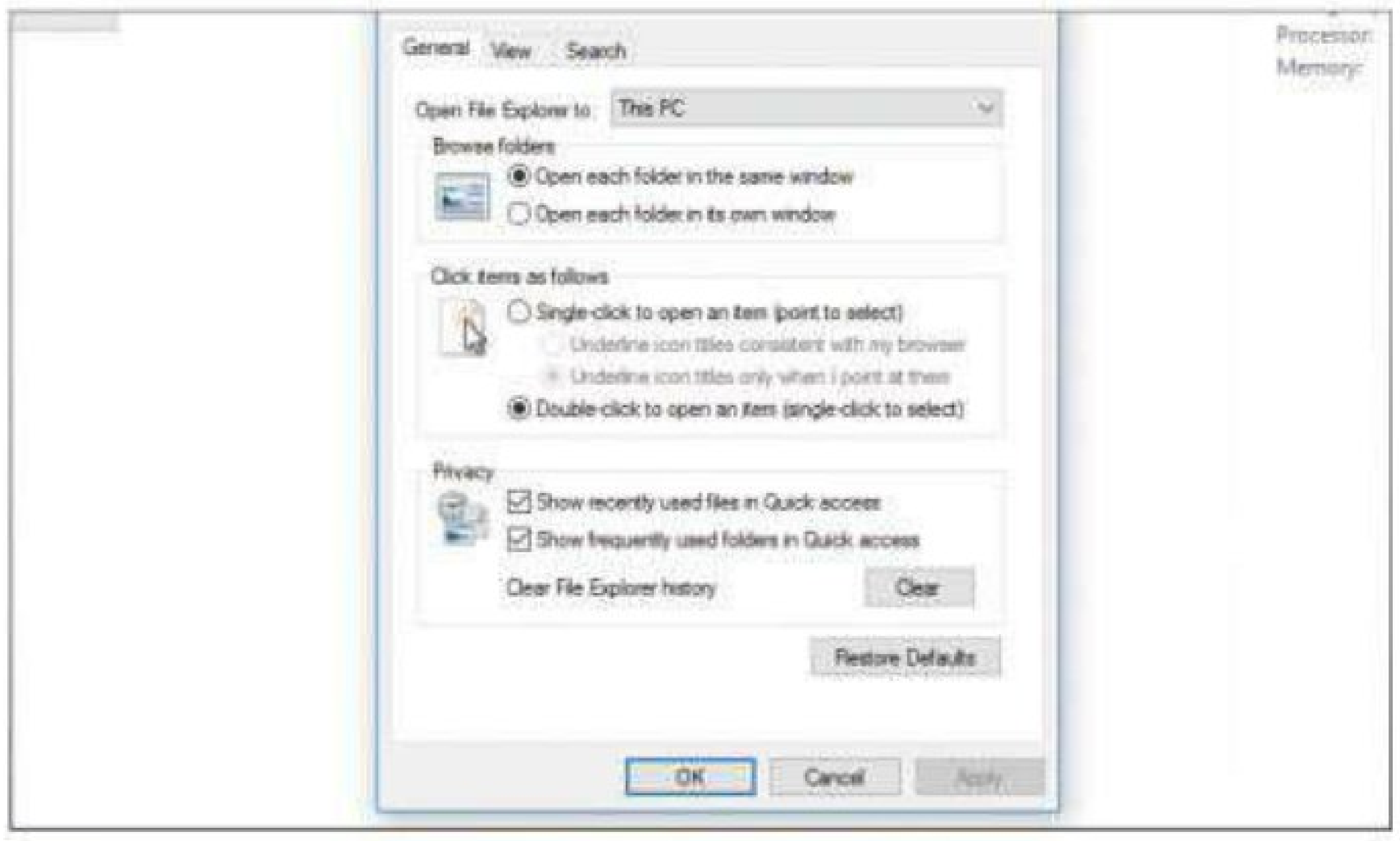
Using the View tab, you can get rid of the left-hand navigation pane and Quick Access menu. You can also hide the Preview pane (used to show larger versions of media files, for instance) and the Details pane (which lists more technical info). You can make icons bigger or smaller, change sort order and hide items; Windows remembers preferences for each folder.



8 Picture tools

Click on an image and you'll notice a Manage tab appear in the Ribbon and the phrase 'Picture Tools' highlighted above it. Click the tab for options to rotate the selected picture 90 degrees left or right – click again to continue the selected rotation. You can also start a slideshow of all or selected images (click-drag a selection box over several), or set one as your desktop wallpaper.


Search Tools
Picture Tools
anja - Search Results in 29 April
File
Home
Share
View
Search
Manage
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Type
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Open file location
Close search
Options
Search Results in 29 April
Anja (2).jpg
Anja.jpg
Anja4.jpg
Anja5.jpg
Anja5 (2).jpg
Anja3.jpg


General
View
Search
Processor:
Memory:

Open File Explorer to: This PC

Browse folders
● Open each folder in the same window
○ Open each folder in its own window

Click items as follows
○ Single-click to open an item (point to select)
○ Underline icon titles consistent with my browser
● Underline icon titles only when I point at them
● Double-click to open an item (single-click to select)

Privacy
☑ Show recently used files in Quick access
☑ Show frequently used folders in Quick access
Clear File Explorer history Clear

Restore Defaults

OK Cancel Apply

9 Search bar

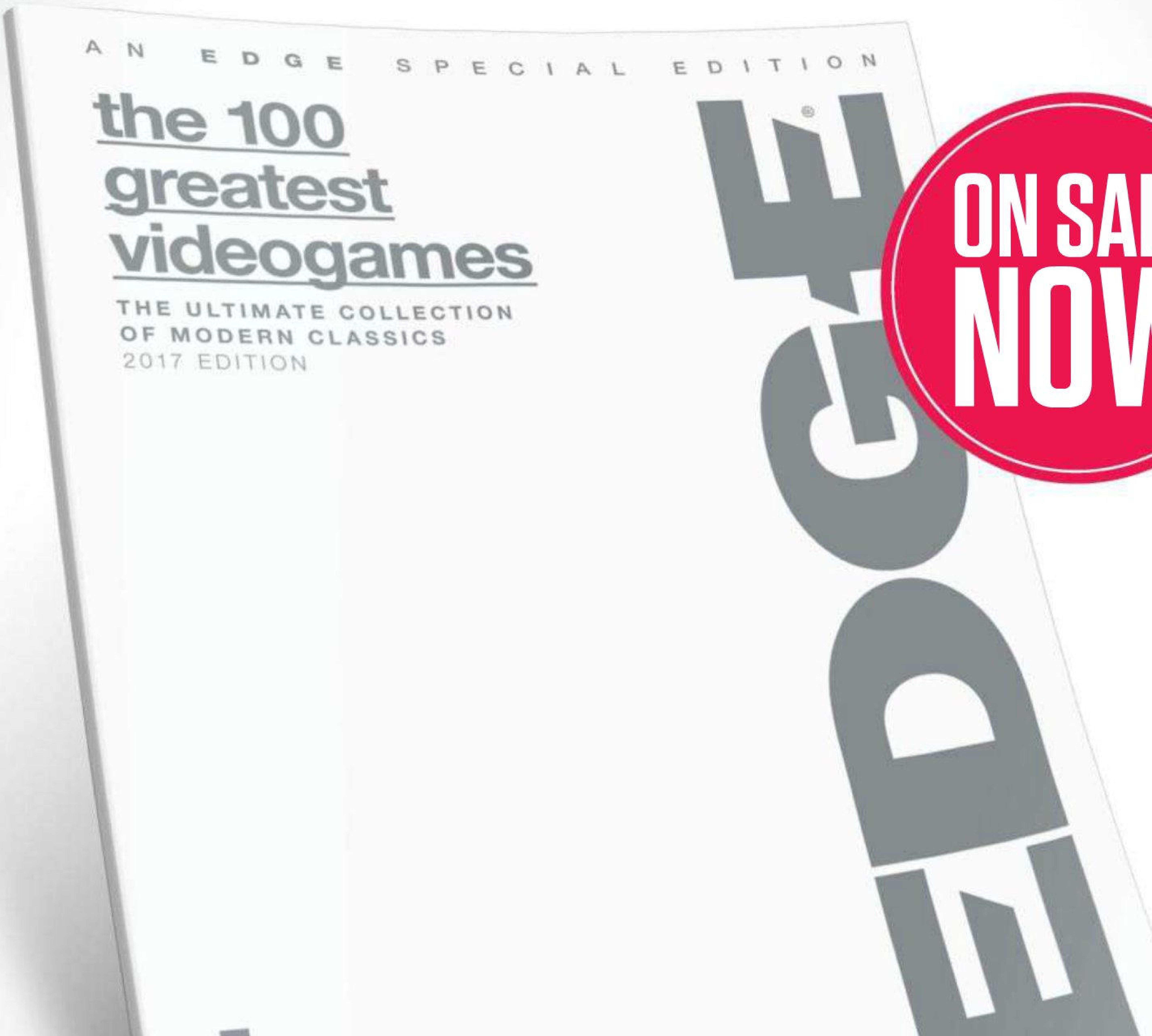
Don't overlook the search bar, which sits right of the location bar. Type a word or phrase here and your search will be limited to the currently open folder (and any subfolders therein). If your search term occurs within any documents that live inside the open folder, they will also show in the results. Right-click a result and select 'Open file location' to see precisely where it is.

10 This PC

Don't like the way File Explorer opens with your most recently accessed files and folders? Perhaps you'd prefer an overview of your PC's home folders, local drives and network locations on opening? Click 'File' and select 'Change folder and search options.' Click the 'Open File Explorer to' box at the top of the window and select 'This PC' instead of 'Quick access.' Done!

COUNT DOWN THE GREATEST VIDEOGAMES OF ALL TIME IN THIS SPECIAL EDITION

Written by the makers of Edge and packed with exclusive artwork, The 100 Greatest Videogames is a celebration of the very best in interactive entertainment


AN EDGE SPECIAL EDITION
the 100 greatest videogames
THE ULTIMATE COLLECTION OF MODERN CLASSICS
2017 EDITION
EDGE

ON SALE NOW

Future

Ordering is easy. Go online at:

www.myfavouritemagazines.co.uk

Or get it from selected supermarkets & newsagents

Learn how to...

Get apps from Windows Store

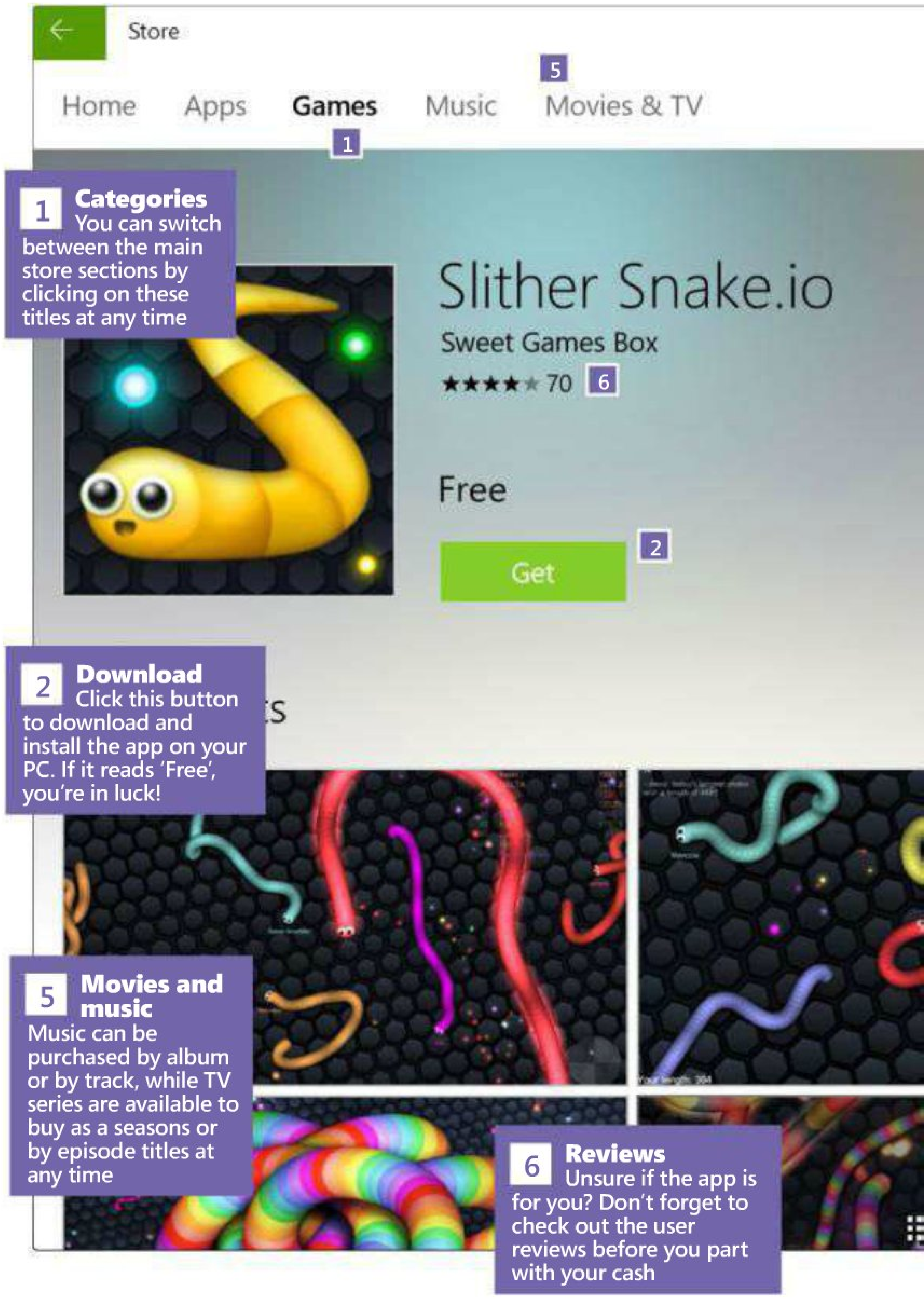
Discover great apps that will enhance your Windows 10 experience

TIME TAKEN
15 minutes

Microsoft bundles some fantastic software tools with its latest operating system, allowing you to get started with your PC straight away. However, the real secret to making the most of any Windows computer is by top-rated downloading apps, which is why you'll want to pay a visit to the Windows Store.

With a wealth of apps all in one place, the Windows Store is a super-convenient solution for discovering new software, as it cuts out the faff of trawling the internet to work out what's worth installing on your system. What's more, every app that appears in the Store is vetted by Microsoft for quality and security, so you can be confident you're not downloading malicious programs.

Read on for your quick-start guide to using the Windows Store, where you can find worthy apps (and games!) of all kinds.


Store
Home
Apps
Games
Music
Movies & TV
Slither Snake.io
Sweet Games Box
★★★★★ 70
Free
Get
1
2
5
6

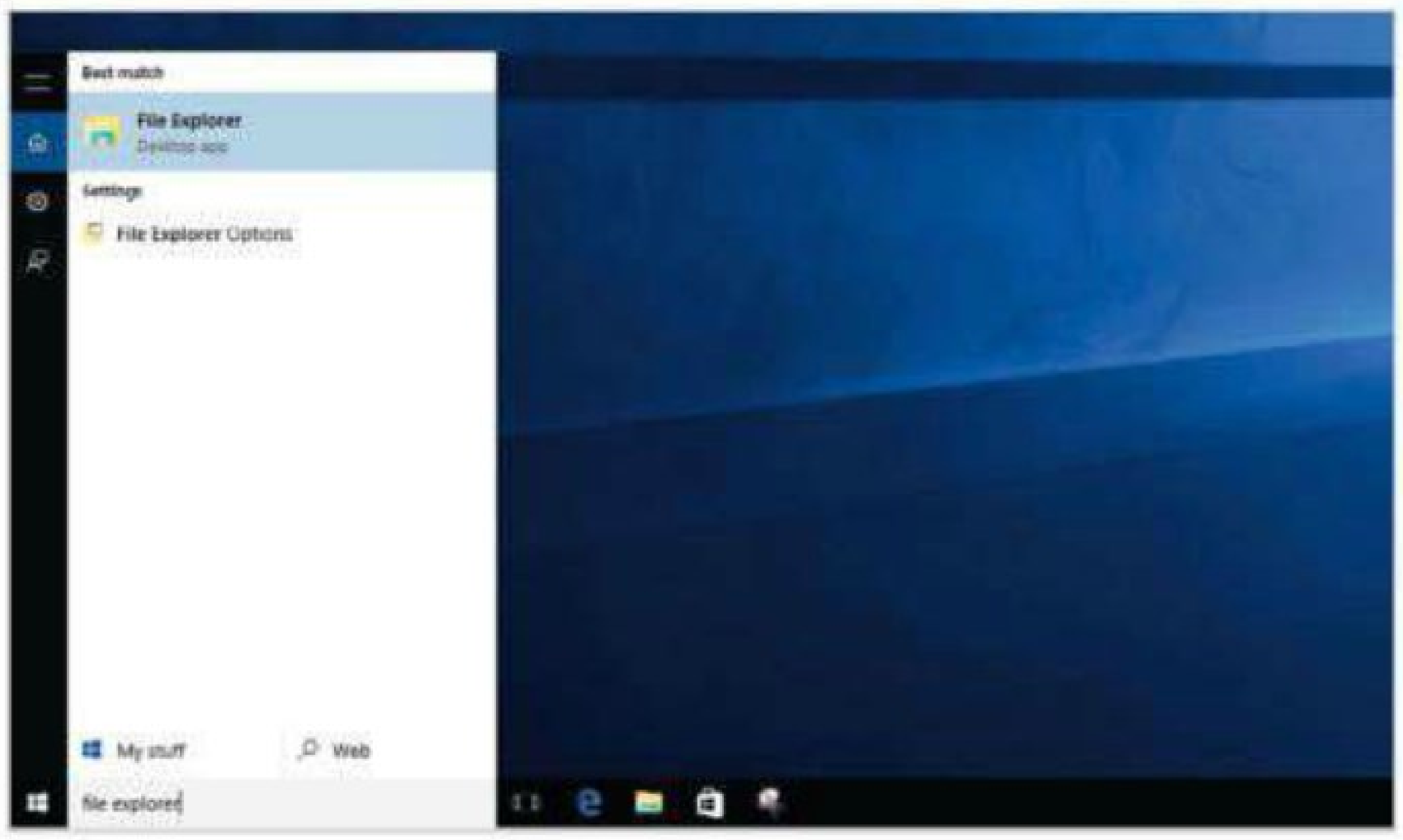
1 Categories You can switch between the main store sections by clicking on these titles at any time

2 Download Click this button to download and install the app on your PC. If it reads 'Free', you're in luck!

5 Movies and music Music can be purchased by album or by track, while TV series are available to buy as a seasons or by episode titles at any time

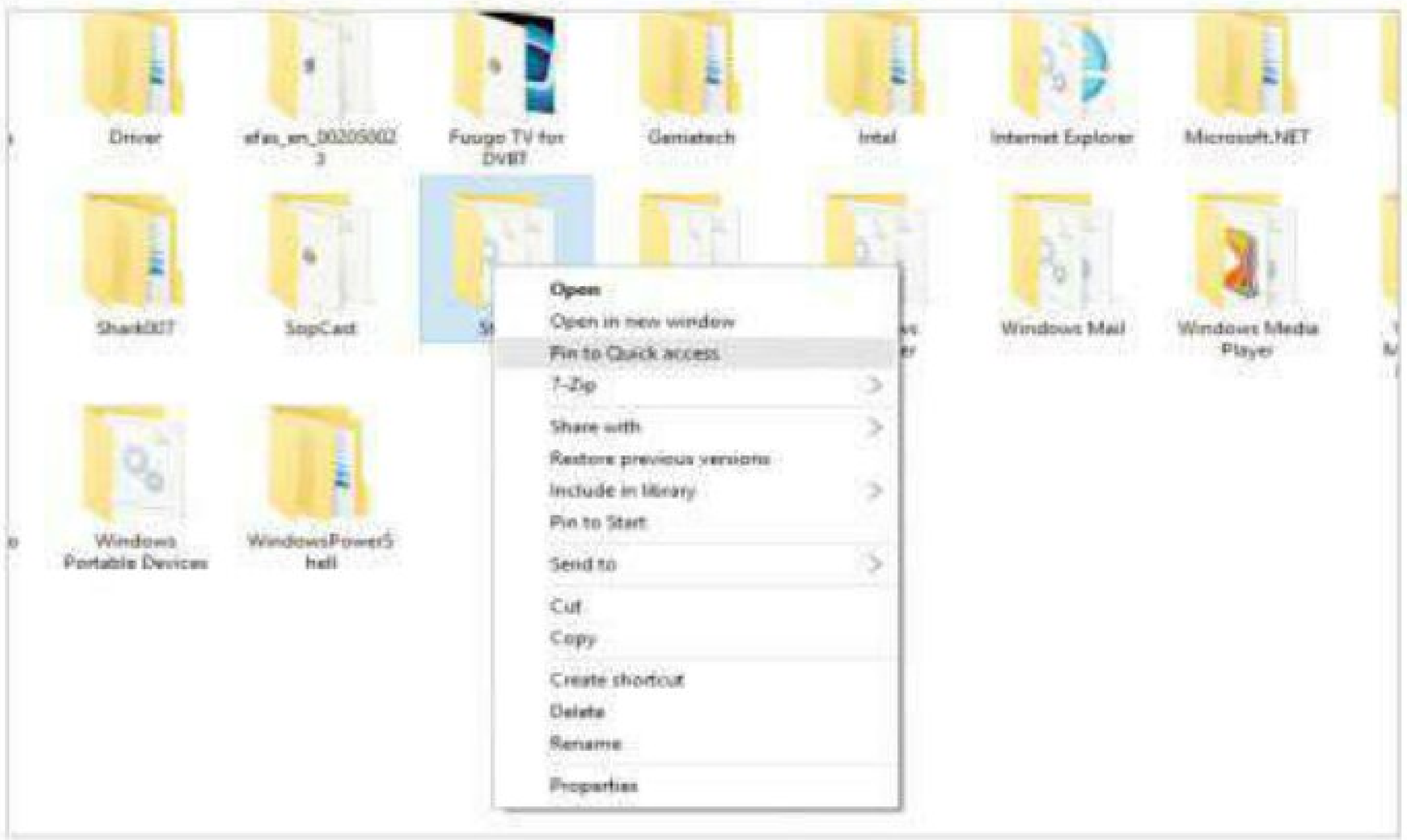
6 Reviews Unsure if the app is for you? Don't forget to check out the user reviews before you part with your cash

Get the best out of File Explorer


Best match
File Explorer
Desktop app
Settings
File Explorer Options
My stuff
Web
file explorer

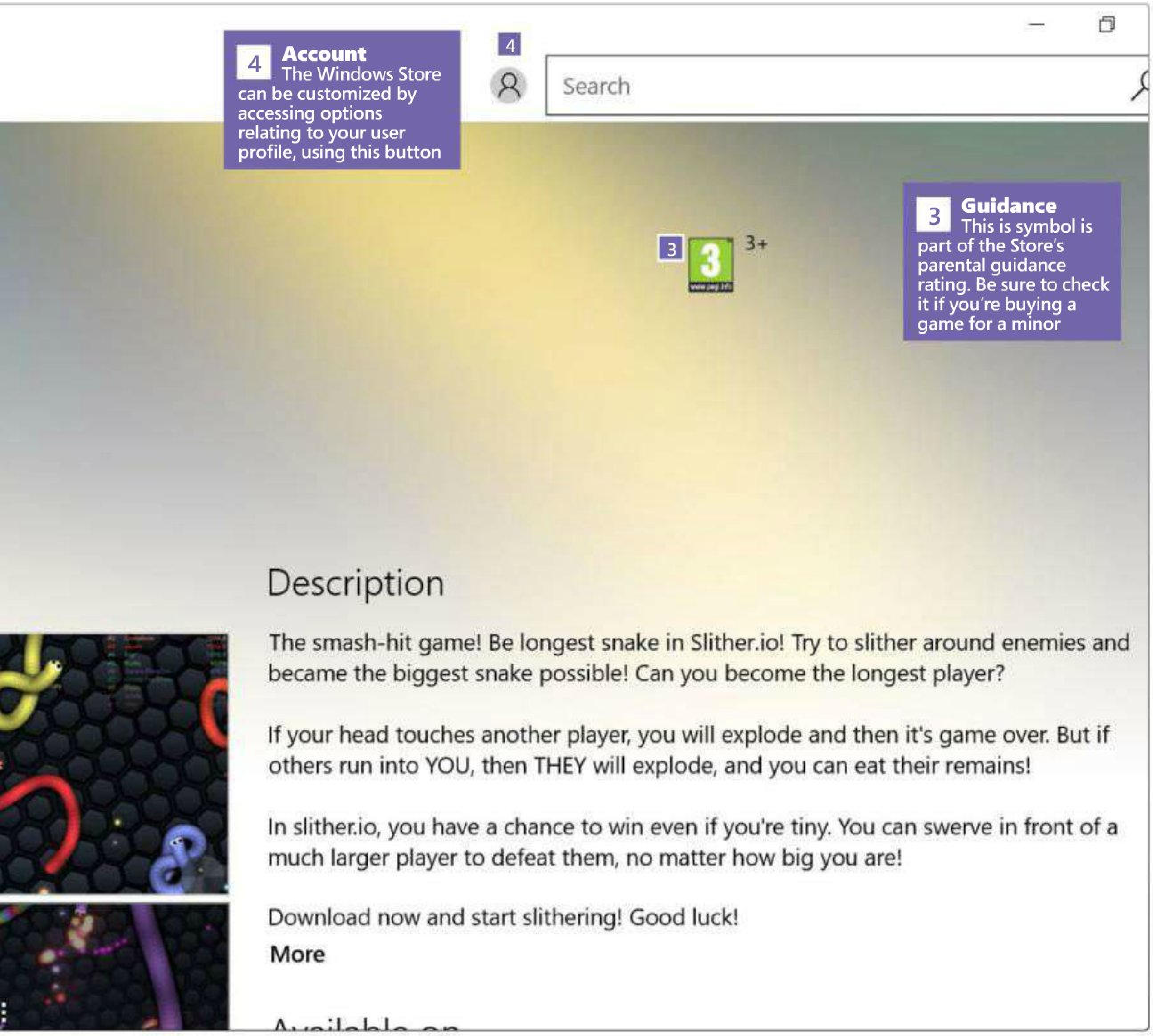
1 Open for business

To start exploring, open up the Start menu on the desktop and click on the 'Store' tile. When you first enter the Store, you'll notice five category names listed along the top. Each section is divided into further categories – Home has recommended 'top picks' and 'most popular' apps,


Driver
efas_en_00205002 3
Fuugo TV for DVBT
Geniatech
Intel
Internet Explorer
Microsoft.NET
Shark007
SopCast
Windows Mail
Windows Media Player
Windows Portable Devices
WindowsPowerShell
Open
Open in new window
Pin to Quick access
7-Zip
Share with
Restore previous versions
Include in library
Pin to Start
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties

2 Window shop

The Apps, Games, Music, and Films & TV categories are pretty self-explanatory, and clicking on one presents you with similar subsections that you can drill down to find a title that interests you. The stars below each app name indicate an average rating given by users, so that's a good indication of quality.



4 Account The Windows Store can be customized by accessing options relating to your user profile, using this button

3 Guidance This is symbol is part of the Store's parental guidance rating. Be sure to check it if you're buying a minor game for a minor

Description

The smash-hit game! Be longest snake in Slither.io! Try to slither around enemies and became the biggest snake possible! Can you become the longest player?

If your head touches another player, you will explode and then it's game over. But if others run into YOU, then THEY will explode, and you can eat their remains!

In slither.io, you have a chance to win even if you're tiny. You can swerve in front of a much larger player to defeat them, no matter how big you are!

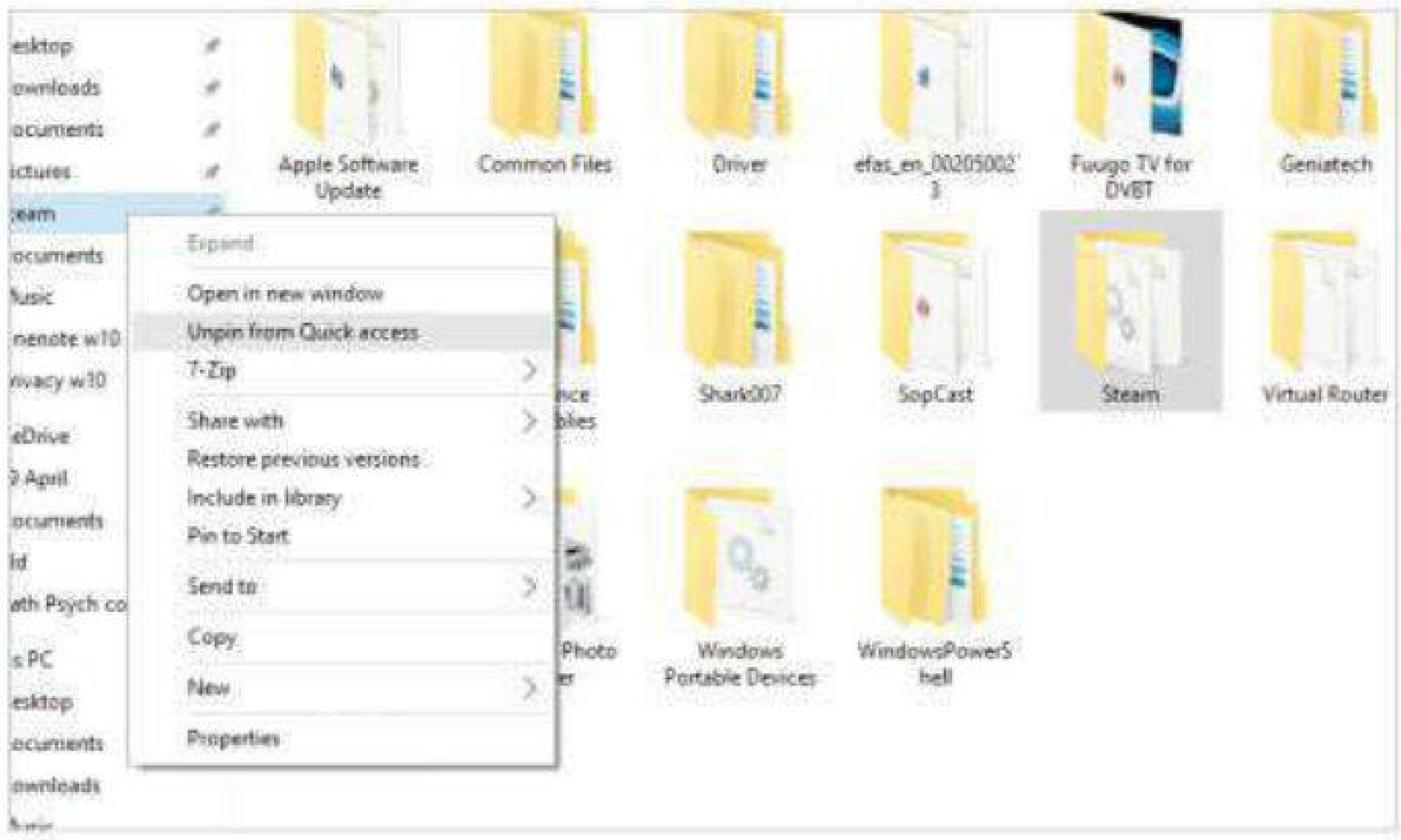
Download now and start slithering! Good luck!

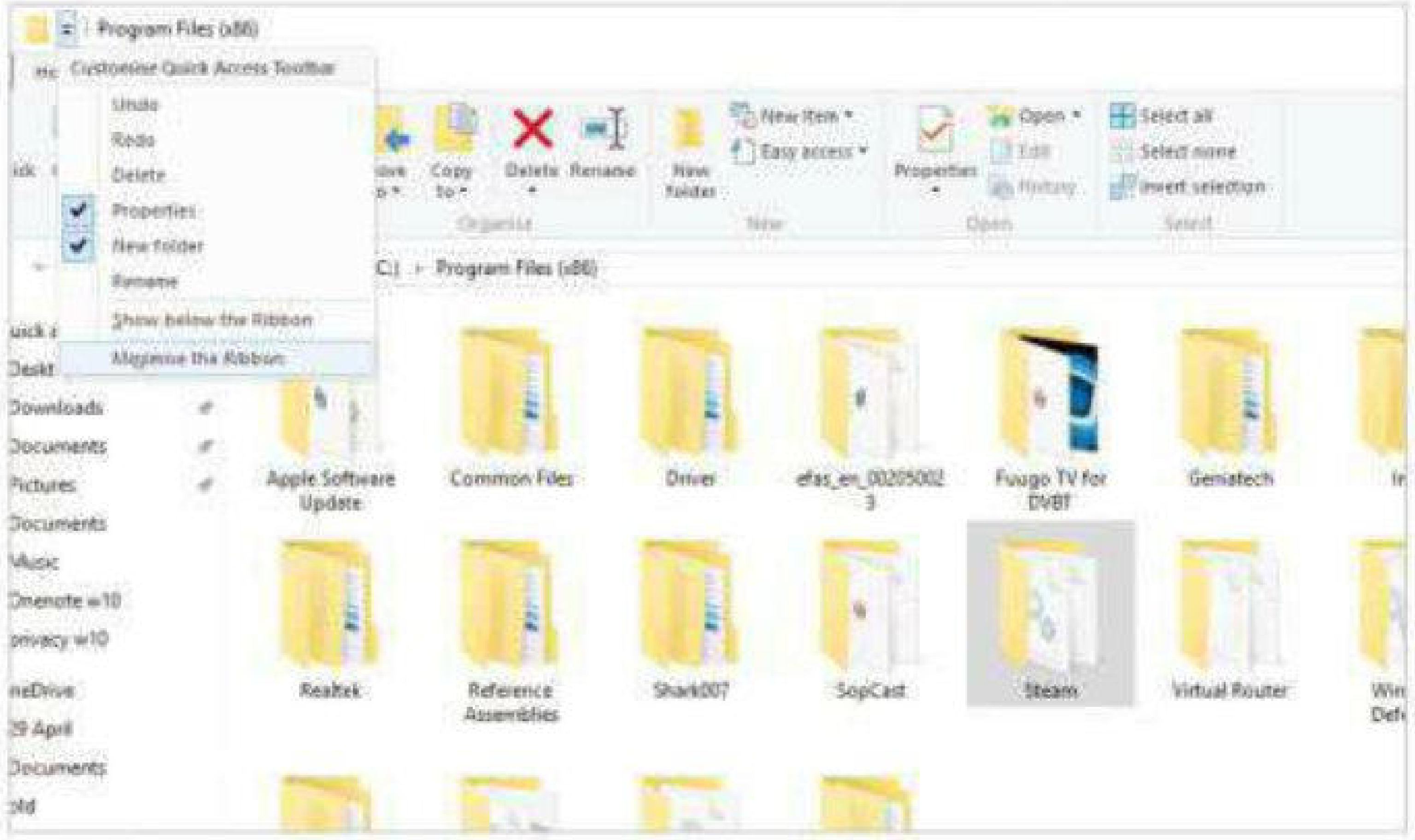
More

Jargon buster!

Payment options
You can link a payment method, such as a credit card, to your Microsoft account, or you can drop pre-purchased funds into the account using a gift card.

Download queue
If you download more than one app at once then they'll be queued. You can check on their status, and pause/resume downloads, by clicking 'Downloads' in the Account dropdown.





3 Search

If you have something in mind that you're looking for, try searching the Windows Store using the input field at the top of the window. You can type in a specific app name that interests you, or try inputting a genre or phrase that describes the kind of thing you're after – 'note-taking' or 'photo editor', say.

4 Ribbon interface

It may surprise you, but many of the best apps on the Windows Store are free, so it's worth browsing before opening your wallet on apps that cost a few quid. For example, Dropbox is a great cloud storage client that offers a basic account with 5GB of free space, while note-taking app Evernote is a similar story.

SAMSUNG
SERIES 7 ULTRA
Ultrabook
Inspired by Intel

intel
CORE i5

WINDOWS 10 POWER TIPS

CUSTOMIZE

Tweak and tailor your Windows 10

44 **Get the best from the Windows 10 Lock screen**
Access settings and info the way you want to

46 **Stay notified in Windows 10**
Take advantage of Action Center's new features

50 **Watch films and TV in Windows 10**
View on desktop, pick up on a laptop!

52 **Master the Facebook app**
Get to know Windows' bespoke social networking app

Learn how to...

Get the best from the Windows 10 Lock screen

The Lock screen is the first thing you see in Windows 10

10:10
Monday 31 August

1 Access settings

The lock screen looks pretty but you can switch the picture. Press [Windows]+[I], click 'Personalization' and select the 'Lock screen' menu – the first things you see are your options for replacement images.

2 Add image

You don't have to stick with the classy images Microsoft has provided. You can stick a picture of your other half, cat or favorite pot plant on the lock screen instead – set Background to 'Picture' then click the 'Browse' button to choose the image you want to use.

3 Change icons

At the bottom of the lock screen you'll see a few quick updates about happenings on your PC. You can see more, though. On the 'Lock screen' menu, you'll find options that enable you to change the specific icons that get displayed.

4 Extra information

Certain apps – Calendar and Weather, by default – can show you more information on the lock screen. Just make sure the app you're interested in is highlighted under 'Choose an app to show detailed status' on the 'Lock screen' menu.

5 Third-party apps

Take the lock screen further by installing third-party apps. Search the Windows Store for Incredilock for instance; it's free, offers customizable wallpapers, and can add all sorts of things to your lock screen.

6 Change passwords

Click 'Start > Settings' and select 'Accounts'. Select 'Sign-in options' to change your login password. If you have a Microsoft account, note that changing this also changes it for other machines or services (such as Outlook) your account is linked to.

7 Alternative passwords

You can also choose to log on to your PC with a more memorable PIN, or try the picture password function. It's a fun way to log into your PC, and it's pretty secure, too.

8 Fast lock

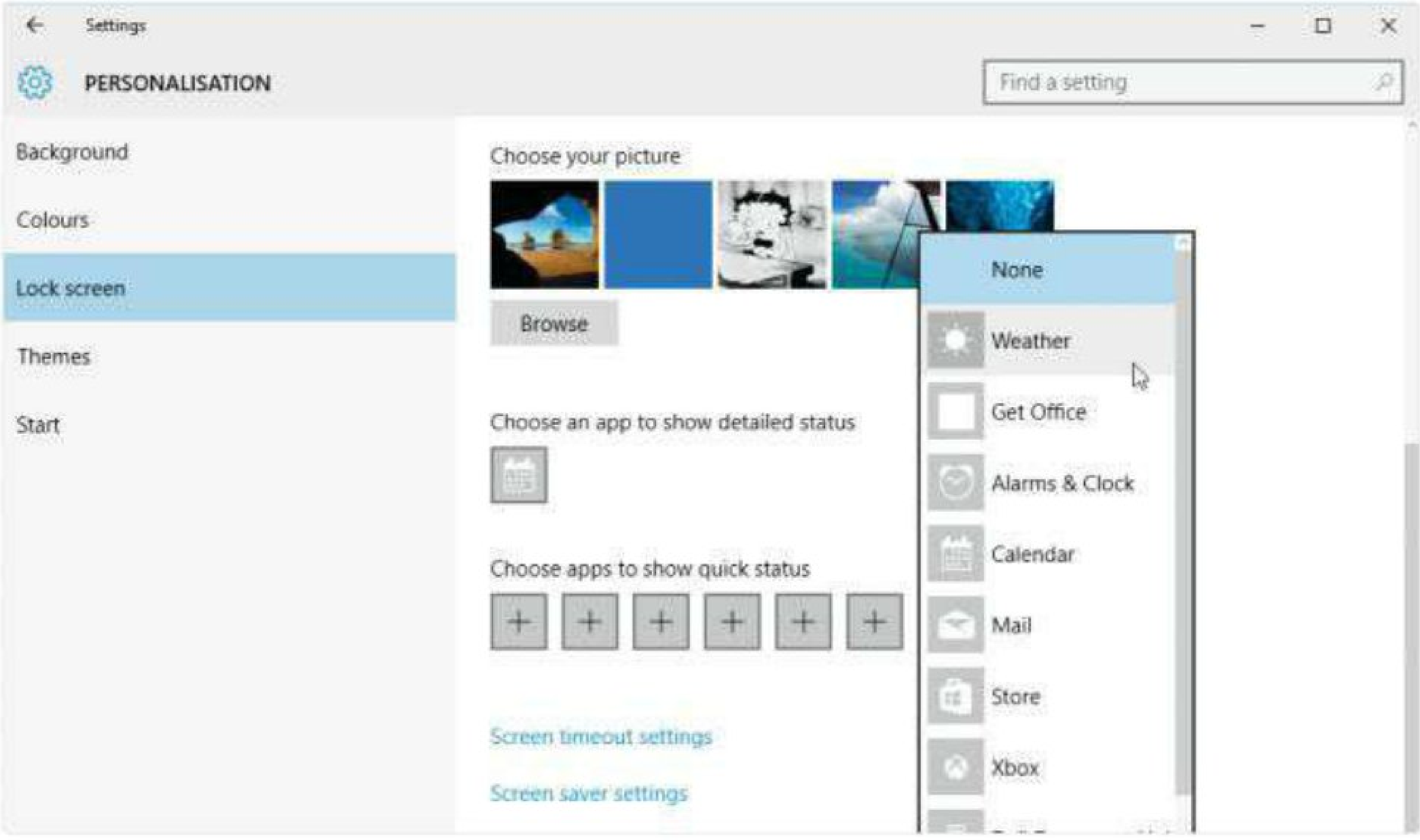
Want to bring the lock screen up in a flash if, for instance, you're stepping away from your PC for a while? Easy – either click your profile picture at the top of the Start menu and choose 'Lock', or press [Windows]+[L] keys at the same time.

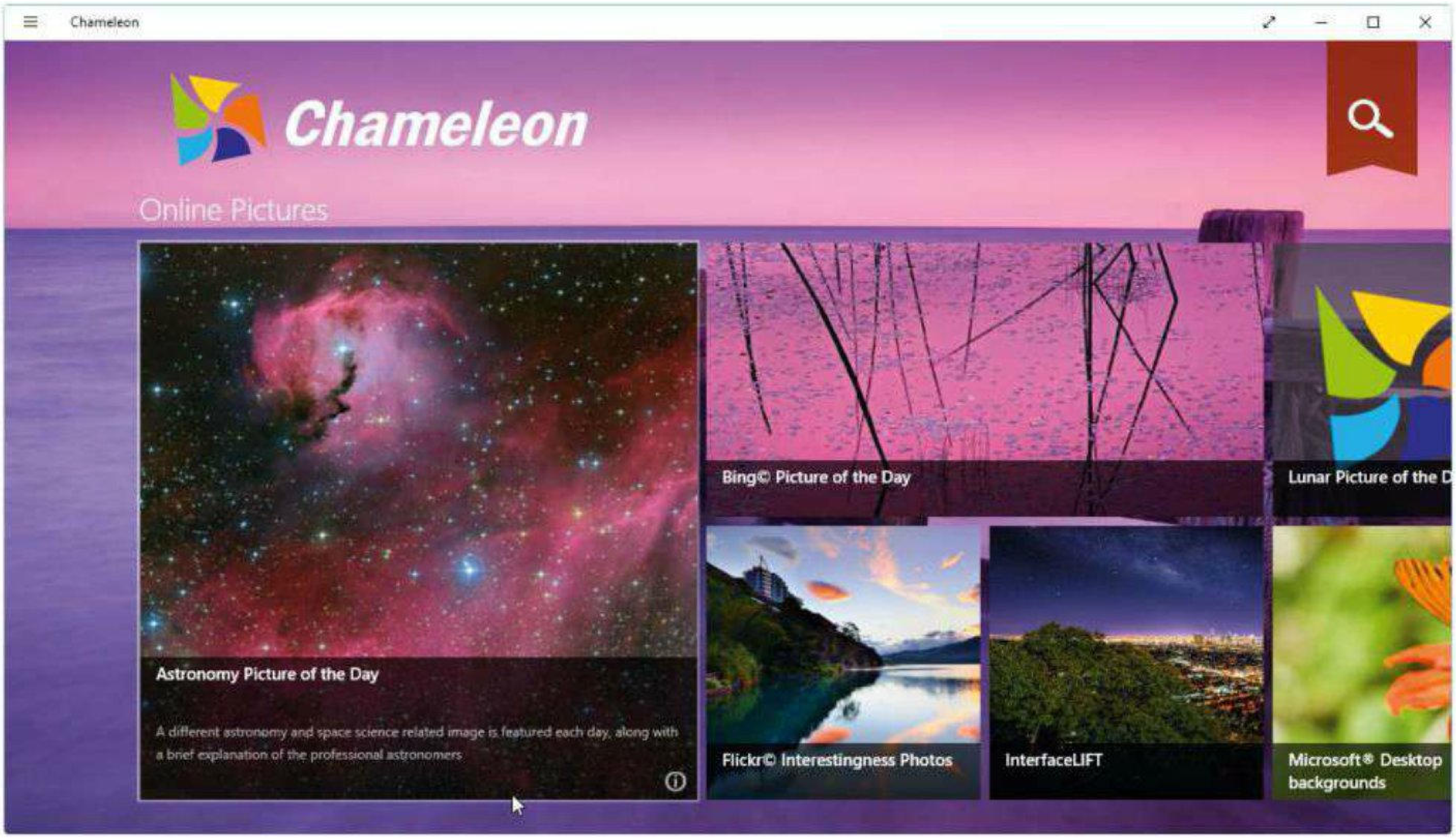
9 Screen colours

You can customize your Lock screen colours separately from your Start screen. Open the desktop, hit [Windows]+[R], type regedit, and browse to HKEY_LOCAL_MACHINE > SOFTWARE > Microsoft > Windows > CurrentVersion > Explorer > Accent. Right-click on 'Accent' and create a new Dword, which we suggest that you call DefaultColorSet. Now edit this, switch the base to decimal and set this to be a number between 0 and 24.

10 Hide screen

If you want to ditch the Lock screen altogether, then open regedit again. This time, browse to HKEY_LOCAL_MACHINE > SOFTWARE > Policies > Microsoft> Windows. Create a new key called Personalization, then create a DWORD


Settings
PERSONALISATION
Find a setting
Background
Colours
Lock screen
Themes
Start
Choose your picture
Browse
Choose an app to show detailed status
Choose apps to show quick status
Screen timeout settings
Screen saver settings
None
Weather
Get Office
Alarms & Clock
Calendar
Mail
Store
Xbox



A different astronomy and space science related image is featured each day, along with a brief explanation of the professional astronomers

ADDED STYLE **Chameleon is full of beautiful photography, perfect for making your lock screen look amazing and full of inspiration**

value inside that called NoLockScreen. Double-click this and set it to 1 to prevent the screen from appearing.

11 Chameleon

Why not add some pep to your Lock screen by automatically changing its image? Search the Windows Store for Chameleon. This regularly pulls in photographs from sources such as the National Geographic and Bing, and automatically pastes a new one on the Lock screen at a set interval.

12 Lockerz

Another option for shuffling your Lock screens is Lockerz – This app works by either displaying a selection of your local pictures that you've chosen or it can be hooked up to your OneDrive account.

13 Add apps

Many apps can add information to your Lock screen beyond those that are installed by default. Hunt through the Windows Store and you should be able to find plenty of apps that you can configure to display useful information at lock; things such as Twitter clients, third-party weather apps and more.

14 Skip screen

You can make a lot of changes to the Lock screen, but if you simply want to get past it to the login screen there are many ways to do that: click it, drag it up, spin your mousewheel, or hit [Space] to progress.

15 Account picture

You see your account picture on your login screen. Or you might not. If you've not set one up, you'll just see a silhouette. Click 'Start > Settings > Accounts > Your account' to add a picture. This will follow you anywhere you use your Microsoft login.

16 Accessibility options

The login screen has a neat feature for visually impaired users in the bottom-right: turn on narration, the magnifier and more before you log in; tap [Tab] until the Accessibility icon is highlighted then hit [Enter] to get there without clicking.

17 Onscreen keyboard

You can also use the accessibility dialogue to turn on the onscreen keyboard. Useful on touchscreens and for those who can't use a keyboard.

18 Quick shutdown

Log out! Shut down! Do it all without logging in. There's an icon at the bottom-right of the login screen that does the business.

19 Restore shortcut

If the power shortcut is missing, use Ultimate Windows Tweaker 4.0 from www.thewindowsclub.com (search for 'uwt4'). Restore it via the User Accounts section – untick 'Remove Shutdown Tasks From Logon Screen' and click 'Apply'.

Quick tips: Start menu

20 Resize Start menu

Click and drag on the top and right edges of the Start menu to resize it. Keep dragging right to add more columns to the live tiles view.

21 Full-size Start menu

Miss the old Start screen from Windows 8.1? Restore it via 'Start > Settings > Personalisation > Start' – just flick the 'Use Start full screen' switch to On.

22 Mouse control

Use the mouse wheel to scroll through your Start screen, particularly if you have a lot of items on there. It is the quickest way to see everything.

23 All apps

Don't forget the 'All apps' menu, which shows everything, not just those apps you've got pinned to your Start screen.

24 Pin apps

Right-click any of the apps in the 'All apps' screen and select 'Pin to Start' to make them visible on the Start menu.

25 Switch accounts

Many people can use the same Windows machine. If you've set up more than one user account, just click your profile picture on the Start menu to switch accounts.

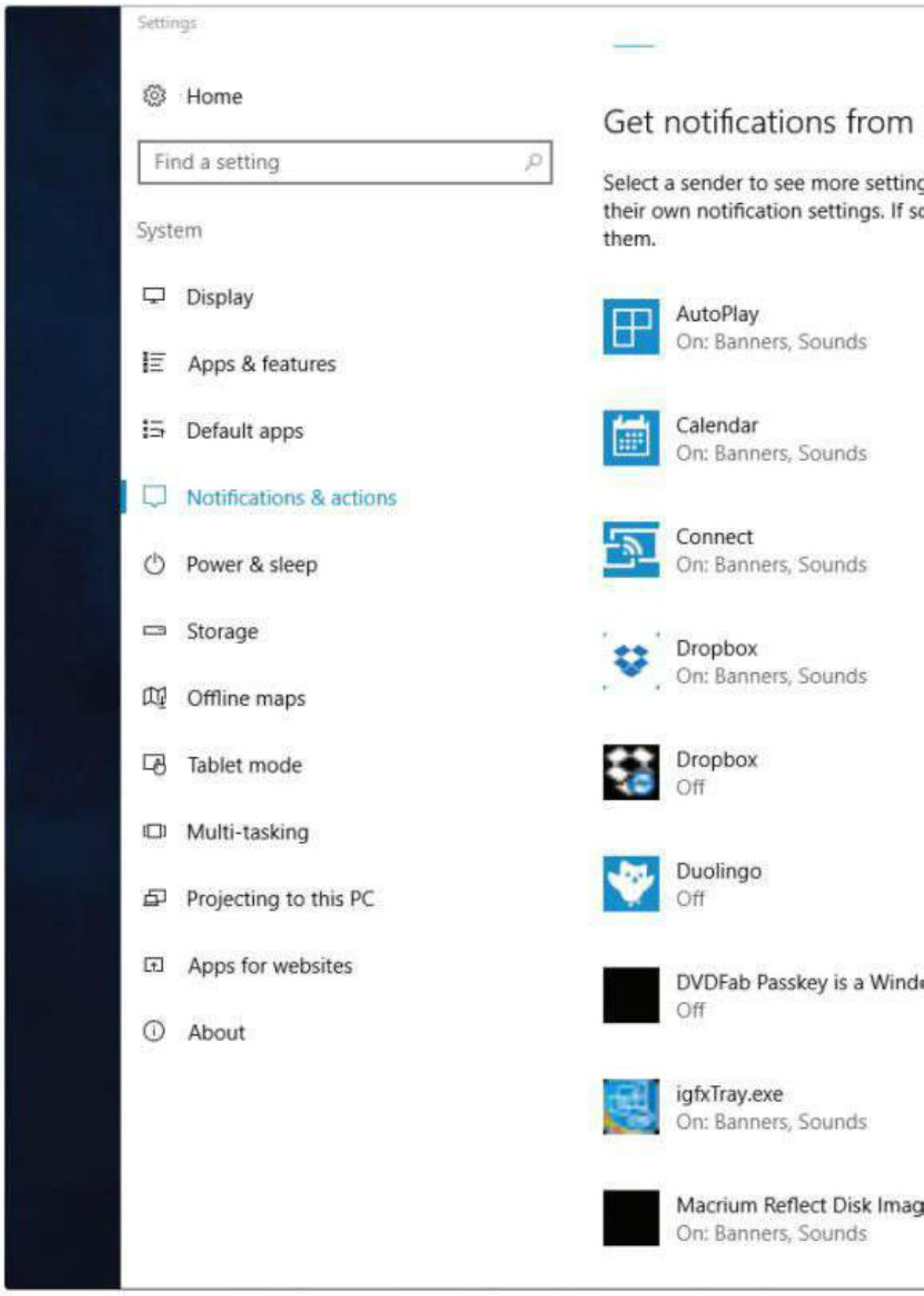
Learn how to...

Stay notified in Windows 10

Find out how to take advantage of Action Center's improved notifications

TIME TAKEN
10 minutes

With the launch of Windows 10, Microsoft has taken everything we knew and loved about Windows 8 and given it a new lick of paint. And although it looks lovely on the outside, it could potentially confuse you if you're used to the traditional control panels and networking options found in the earlier versions of Windows (especially seeing as these connection menus haven't really changed since the dawn of Windows XP). In this tutorial, we'll show you how to connect to a wireless or ethernet network, figure out how strong your signal strength is and how your network is performing. We'll also show you how to connect to Bluetooth devices and access and change settings in Windows Firewall. Before you know it you'll be networking like a professional.


Settings
Home
Find a setting
System
Display
Apps & features
Default apps
Notifications & actions
Power & sleep
Storage
Offline maps
Tablet mode
Multi-tasking
Projecting to this PC
Apps for websites
About

Get notifications from

Select a sender to see more setting
their own notification settings. If so
them.

AutoPlay
On: Banners, Sounds

Calendar
On: Banners, Sounds

Connect
On: Banners, Sounds

Dropbox
On: Banners, Sounds

Dropbox
Off

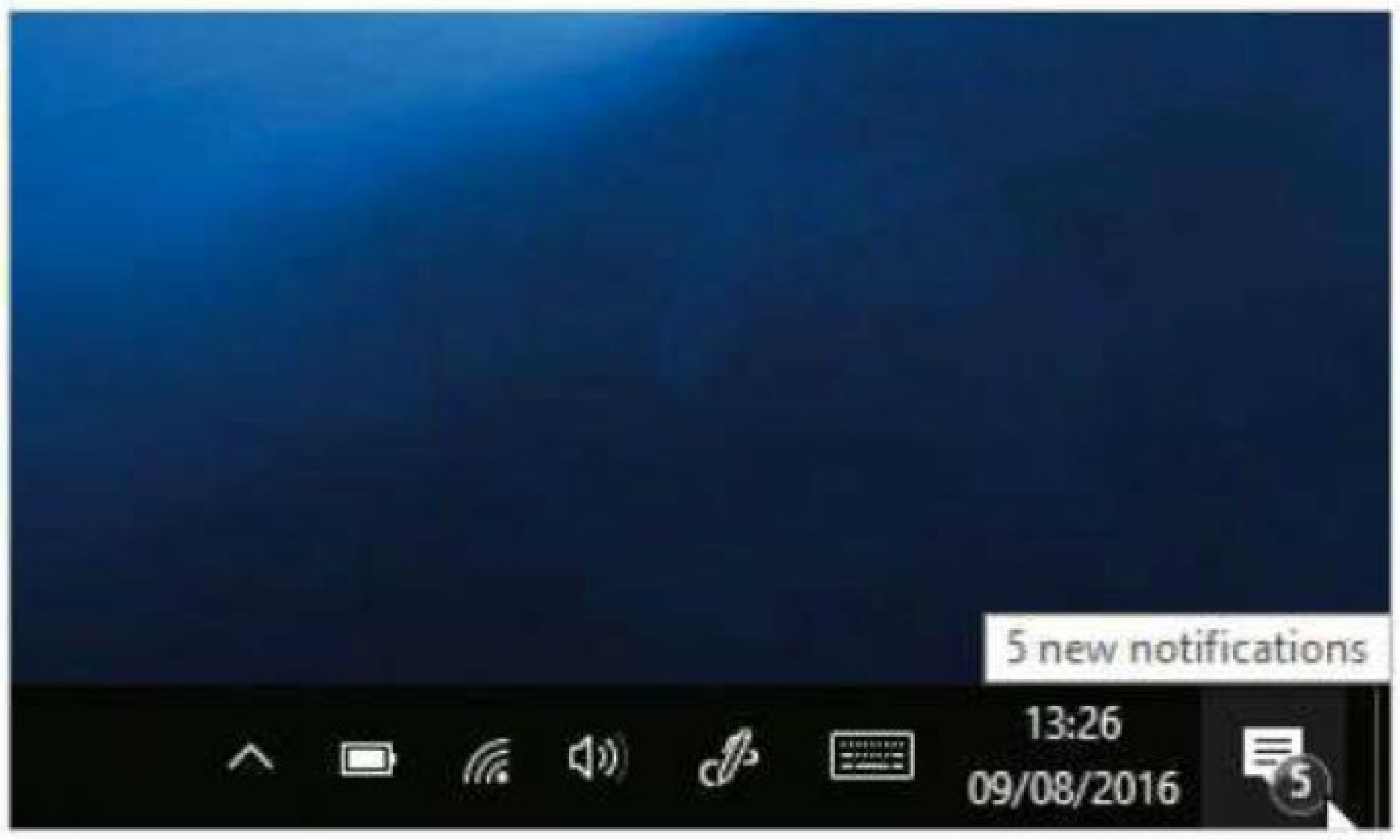
Duolingo
Off

DVDFab Passkey is a Wind
Off

igfxTray.exe
On: Banners, Sounds

Macrium Reflect Disk Imag
On: Banners, Sounds

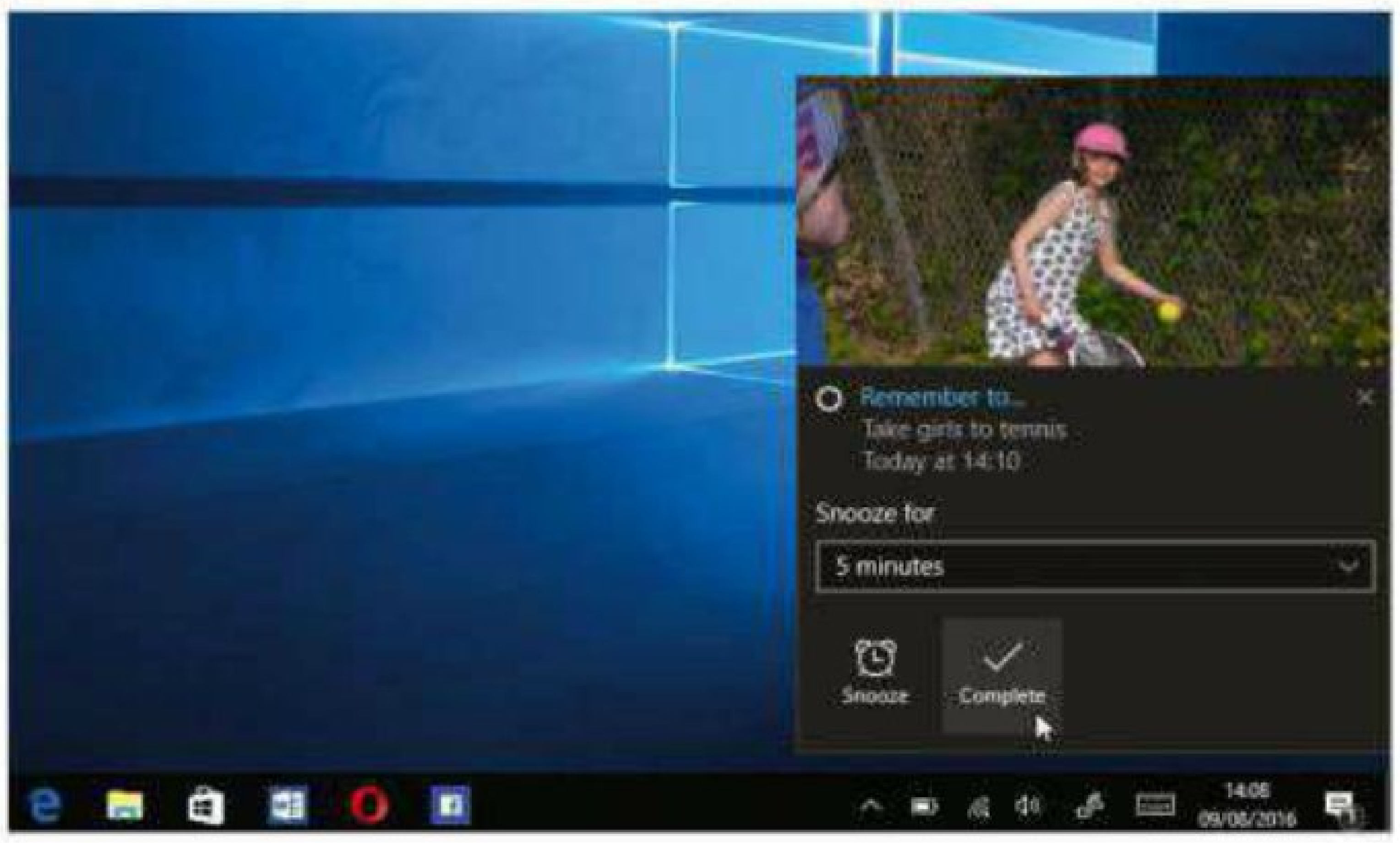
Stay on top of notifications


13:26
09/08/2016
5

5 new notifications

1 A new icon

The new Notifications icon has moved to the far right of the taskbar, and while the basic design (a speech bubble) hasn't changed, the icon now updates to show how many unread notifications you have. When you click to review these, the speech bubble will empty to indicate the notifications have been acknowledged – see Step 3 for reviewing these.

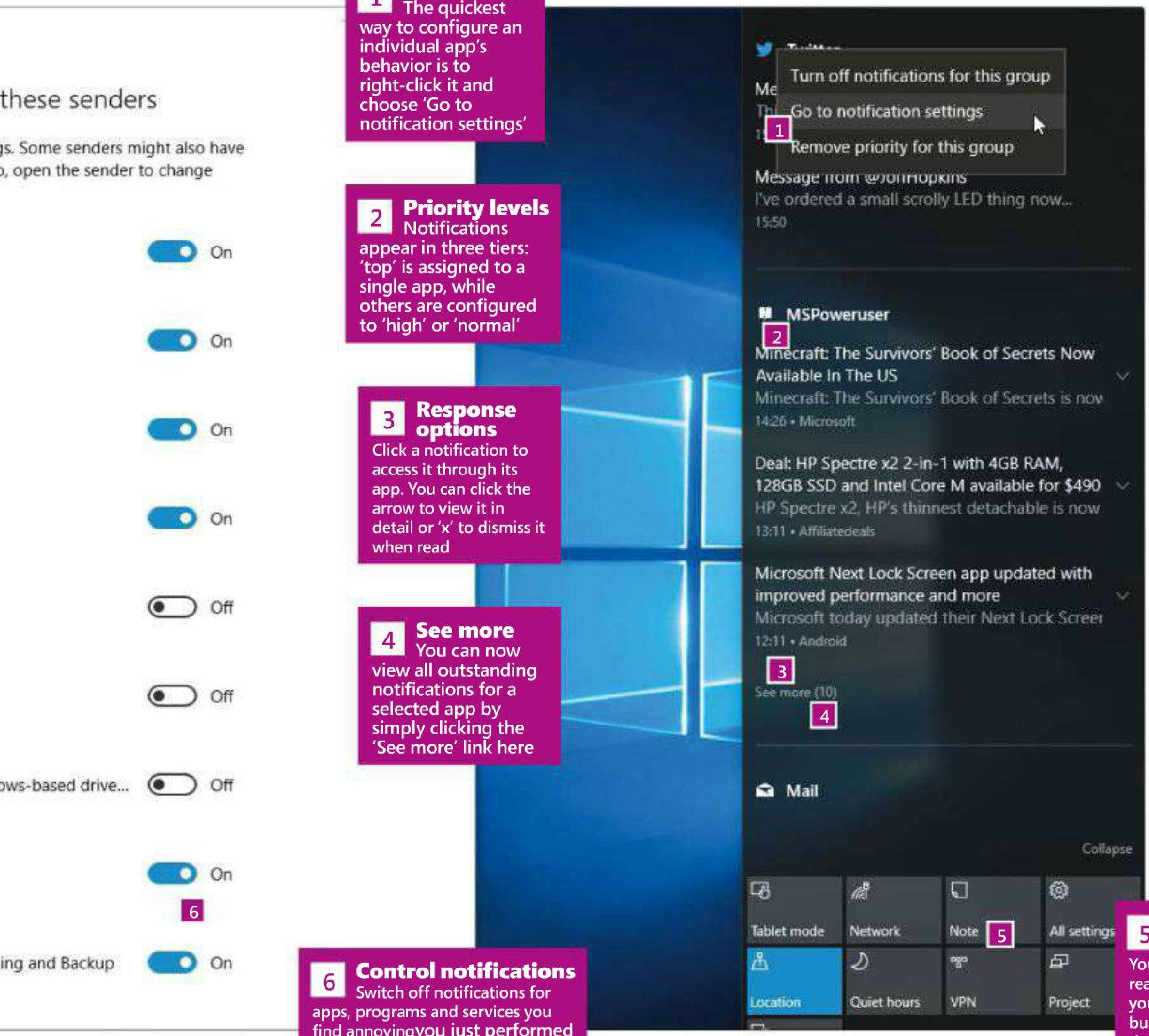

Snooze
Complete
14:06
09/08/2016

Remember to...
Take girls to tennis
Today at 14:10

Snooze for
5 minutes

2 Notification banners

Pop-up notifications – known as toasts – display more useful information in the Anniversary Update. They're capable of displaying 'richer' information, such as message details, the app icon and even pictures. As before, click on a pop-up notification to respond directly to it or the 'x' button to dismiss it. Alternatively, you can ignore it and it'll be added to the list in the Action Center.



these senders

gs. Some senders might also have
o, open the sender to change

On

On

On

On

Off

Off

ows-based drive... Off

On

ing and Backup On

Turn off notifications for this group
Go to notification settings
Remove priority for this group

Message from @JonHopkins
I've ordered a small scrolly LED thing now...
15:50

MSPoweruser

Minecraft: The Survivors' Book of Secrets Now Available In The US
Minecraft: The Survivors' Book of Secrets is now
14:26 • Microsoft

Deal: HP Spectre x2 2-in-1 with 4GB RAM, 128GB SSD and Intel Core M available for $490
HP Spectre x2, HP's thinnest detachable is now
13:11 • Affiliatedeals

Microsoft Next Lock Screen app updated with improved performance and more
Microsoft today updated their Next Lock Screen
12:11 • Android

See more (10)

Mail

1 App settings The quickest way to configure an individual app's behavior is to right-click it and choose 'Go to notification settings'

2 Priority levels Notifications appear in three tiers: 'top' is assigned to a single app, while others are configured to 'high' or 'normal'

3 Response options Click a notification to access it through its app. You can click the arrow to view it in detail or 'x' to dismiss it when read

4 See more You can now view all outstanding notifications for a selected app by simply clicking the 'See more' link here

5 Quick Actions You can now rearrange all of your Quick Action buttons, not just those on the first row, handy!

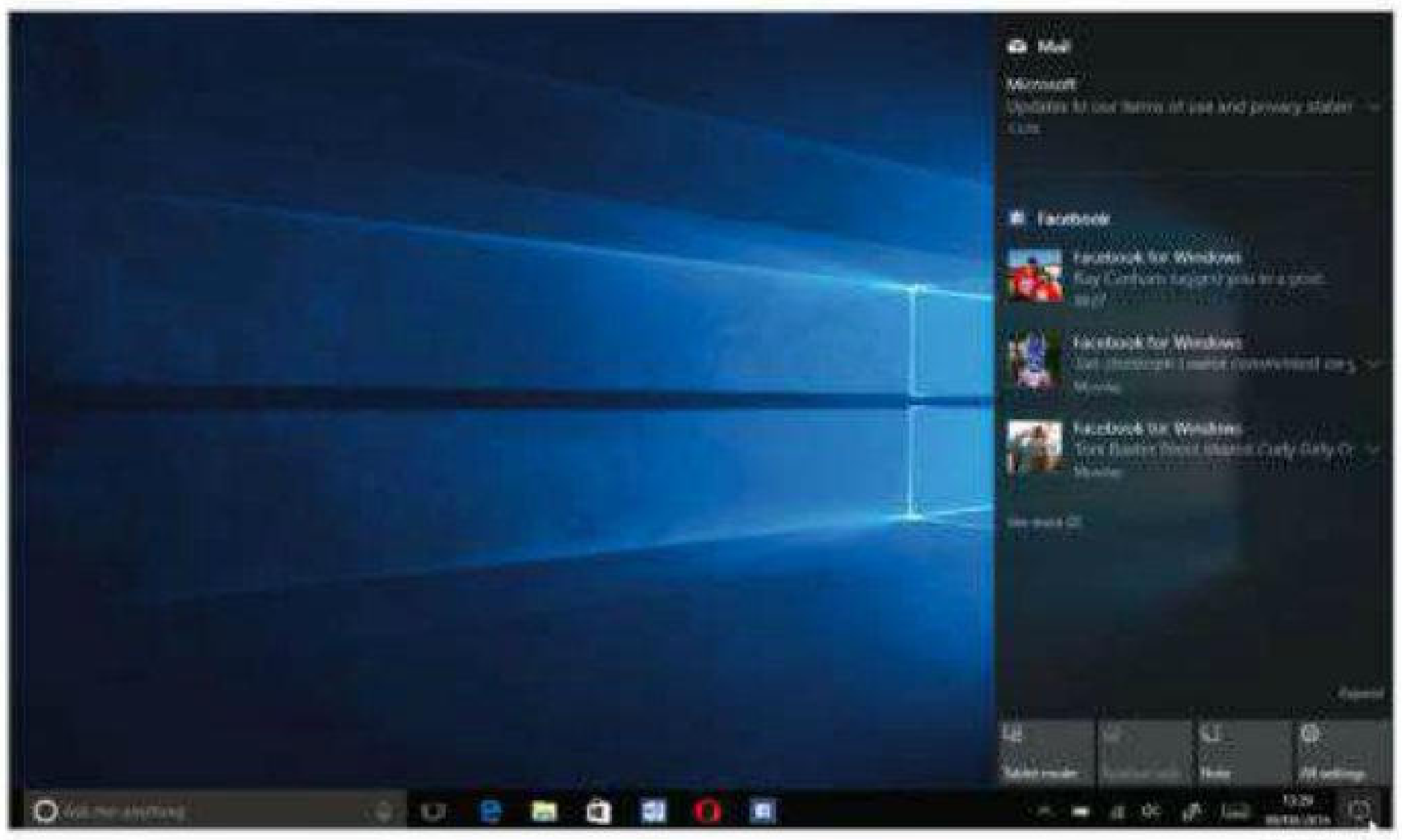
6 Control notifications Switch off notifications for apps, programs and services you find annoyingyou just performed

Jargon buster!

Toast
An alternative term for 'notification banners', which appear briefly above the Taskbar notification area when an update is received.

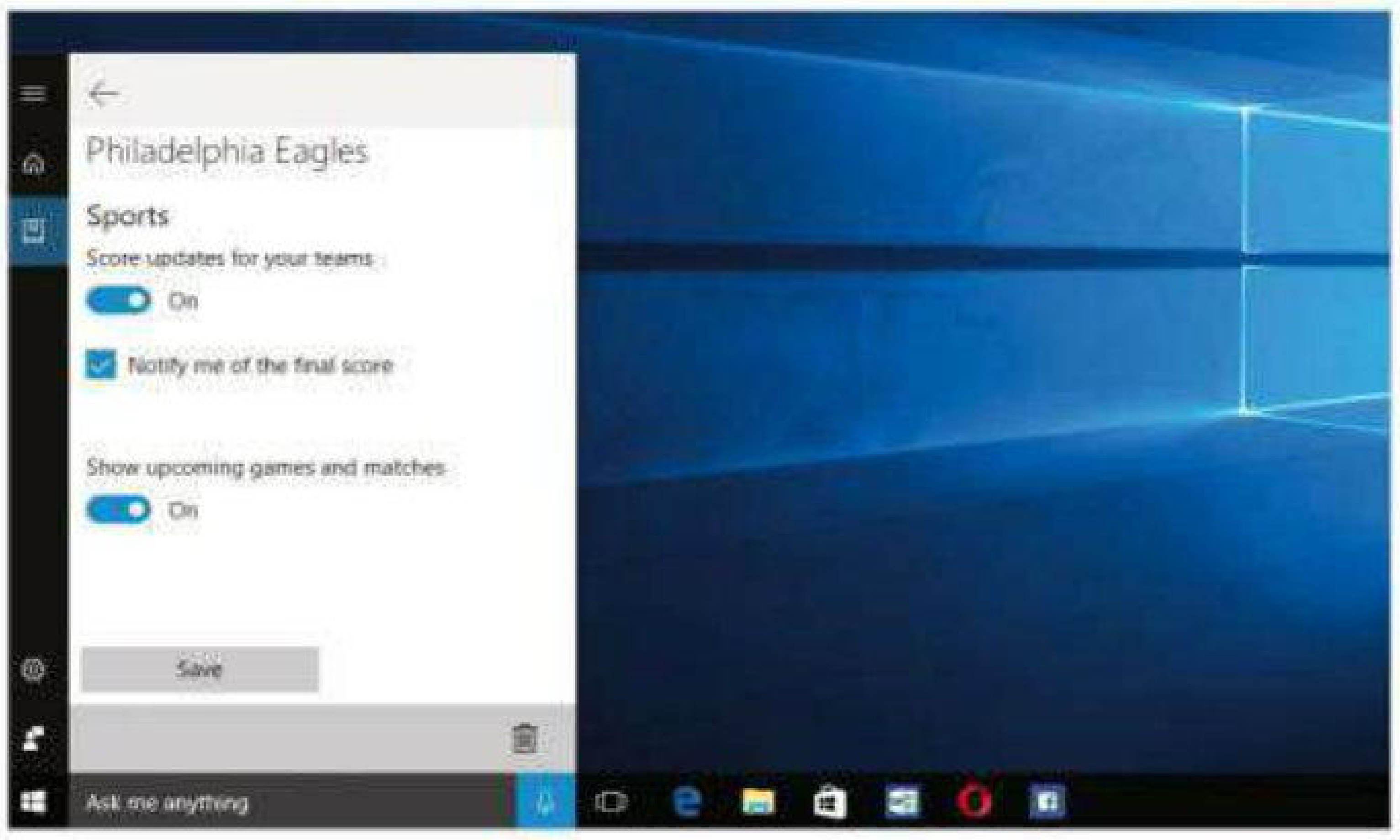
Senders
Apps, programs and other services – including Windows tools like AutoPlay – that can send notifications.

Sideload
The process whereby Android users install apps from outside the Google Play store by downloading the installer as an .apk file. Sideloading is a security risk and not recommended.



3 Action Center redesign

The Action Center's look has also been updated in the Anniversary Edition, along with its functionality. Notifications are now grouped by Sender, with the app icon shown here rather than next to individual updates. You can now view more unread notifications per app and not just the last three received – click the 'See more' link underneath the notifications to view them all.



Philadelphia Eagles

Sports

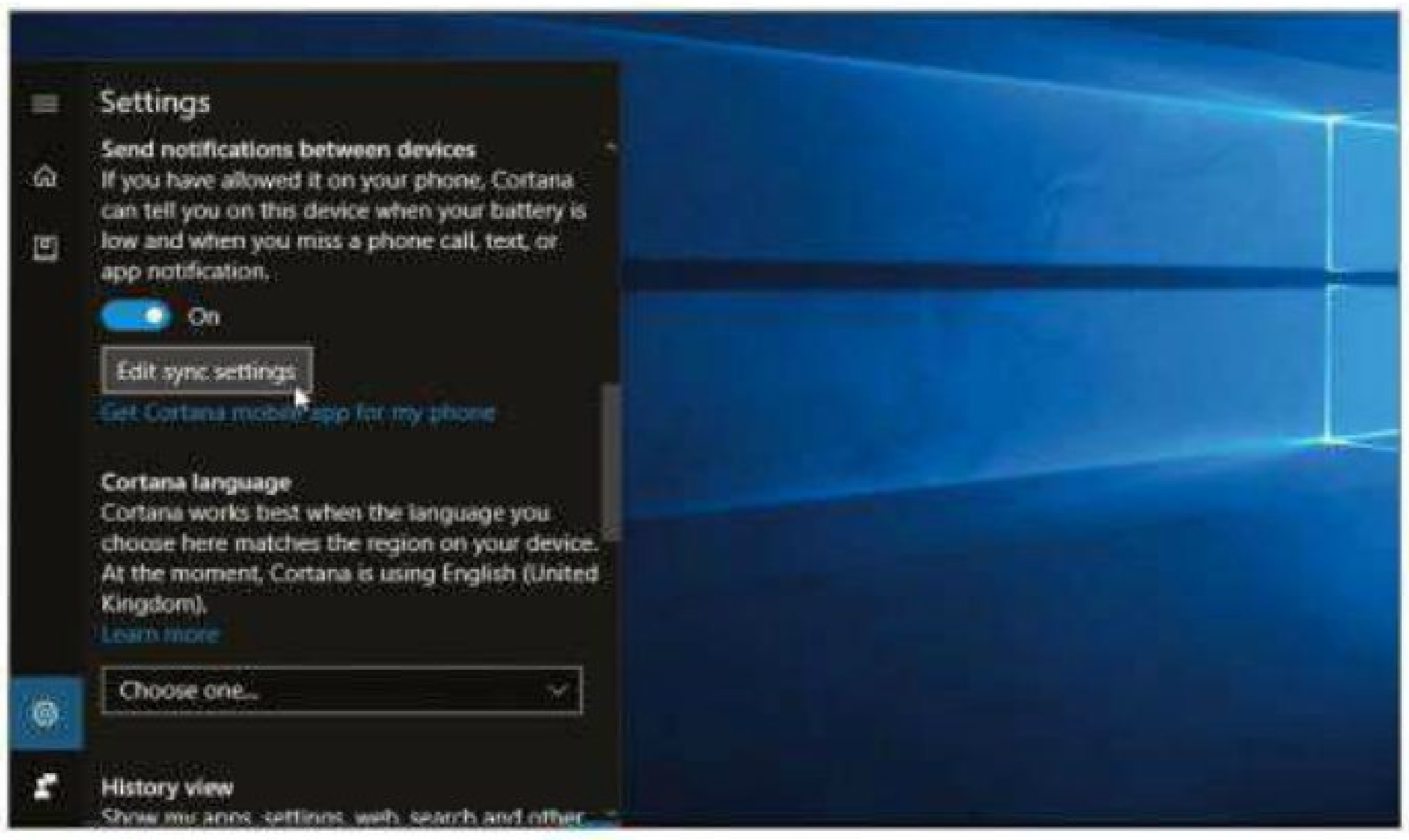
Score updates for your teams
On

☑ Notify me of the final score

Show upcoming games and matches
On

4 Wider notification support

You can now receive notifications from other sources such as Cortana's notebook. For example, browse to 'Notebook > Sports' and tap on a team you're tracking, then tick 'Notify me of the final score'. The same is true of Edge – if you're using certain websites that support notifications like **web.skype.com**, then you can get toasts while the site is open in a browser tab.



Settings

Send notifications between devices

If you have allowed it on your phone, Cortana can tell you on this device when your battery is low and when you miss a phone call, text, or app notification.

On

Edit sync settings

Get Cortana mobile app for my phone

Cortana language

Cortana works best when the language you choose here matches the region on your device. At the moment, Cortana is using English (United Kingdom).

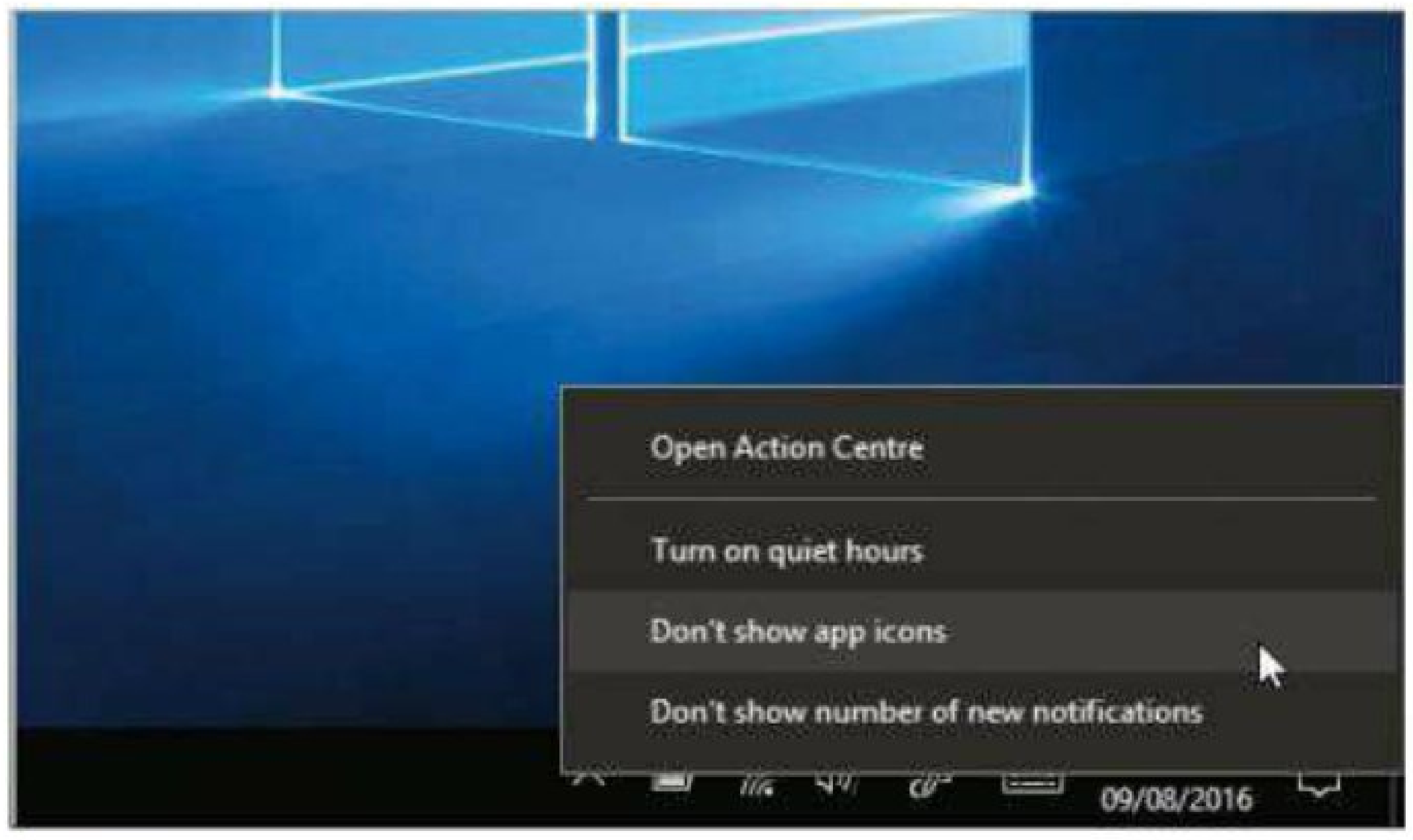
Learn more

Choose one...

History view

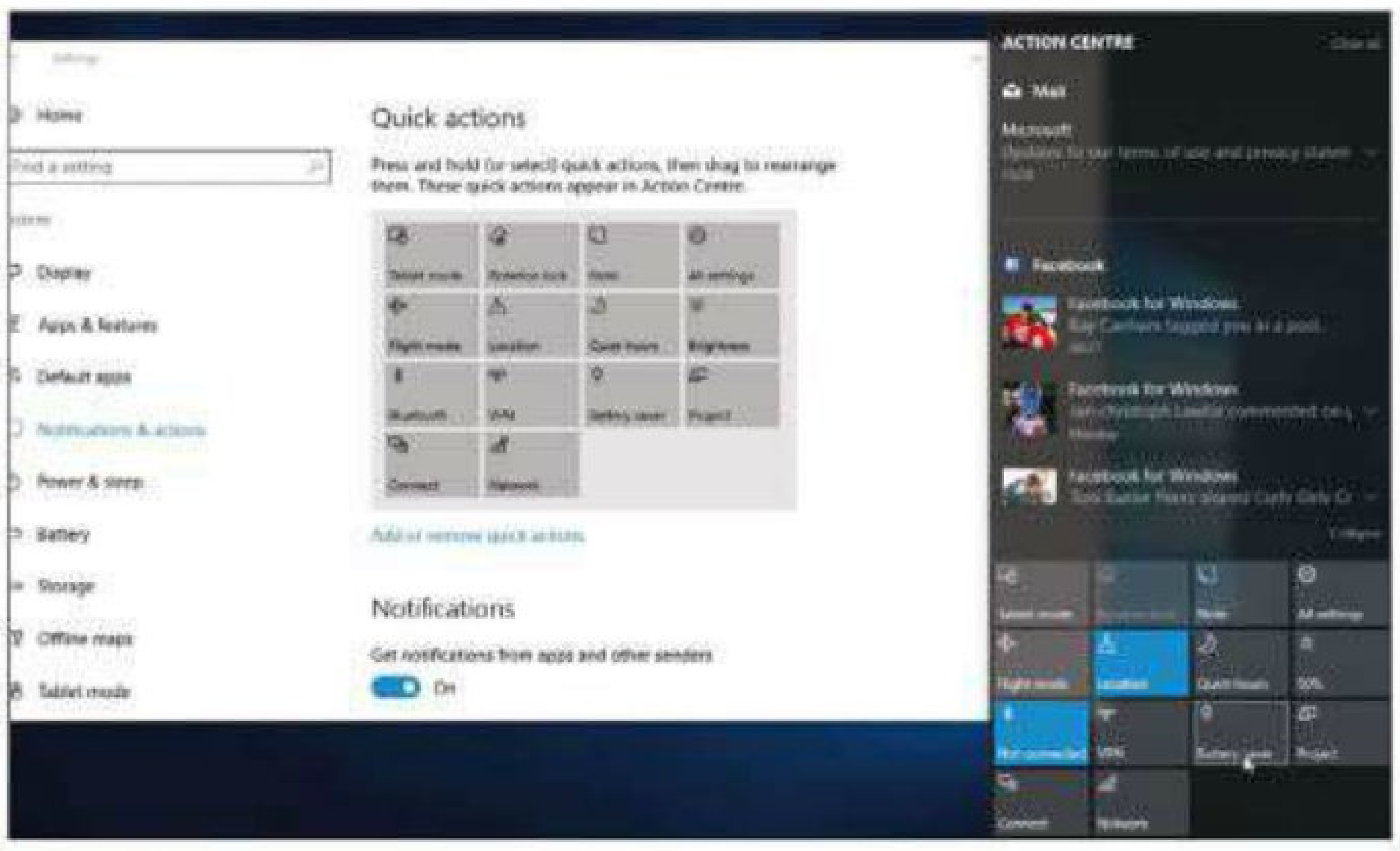
5 Link in with your phone

Share notifications between PCs and Windows phones and tablets, such as a low-battery warning. Cortana needs to be signed into your Microsoft Account on both devices – then open its settings (tap the 'Search' box on your PC and click 'Settings'). Make sure 'Send notifications between devices' is on, then tap 'Edit sync settings' to send and/or receive notifications.



6 Tweak Notification settings

If you right-click the Notifications button you'll see there are two new options to go with 'Turn on quiet hours'. 'Don't show app icons' prevents an app icon briefly appearing when a notification appears from an app that doesn't use toasts, while 'Don't show number of new notifications' prevents the Notifications button from distracting you with an unread notification count.



Quick actions

Press and hold (or select) quick actions, then drag to rearrange them. These quick actions appear in Action Centre.

Add or remove quick actions

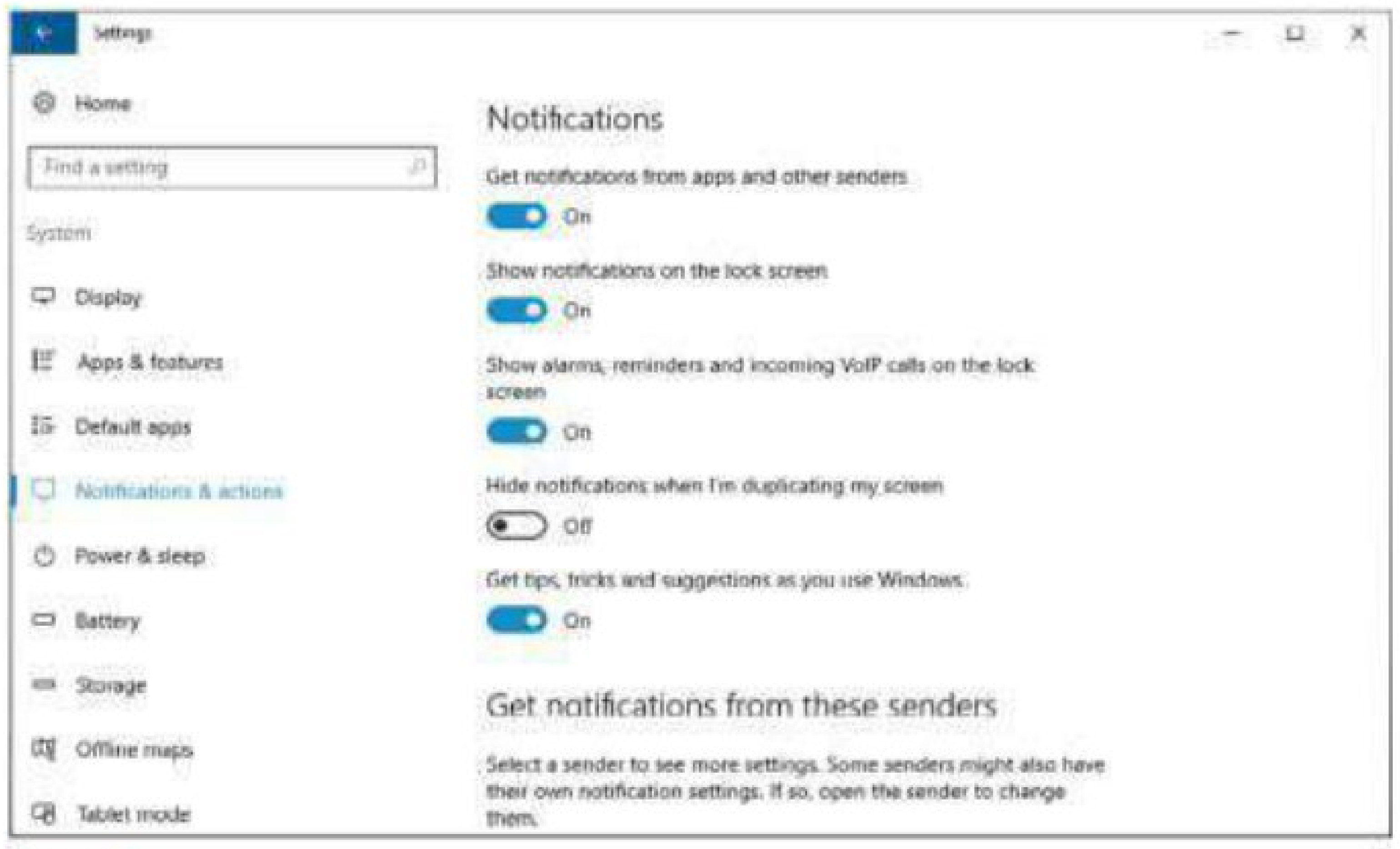
Notifications

Get notifications from apps and other senders

On

7 Customize Quick Actions

You can now rearrange the order of your Quick Action buttons – click 'All Settings' and navigate to 'System > Notifications & actions'. Click and drag buttons to rearrange the order in which they appear on the Action Center, or free up screen space by removing those you don't need – click 'Add or remove quick actions' to do so using a series of on/off switches.



Notifications

Get notifications from apps and other senders

On

Show notifications on the lock screen

On

Show alarms, reminders and incoming VoIP calls on the lock screen

On

Hide notifications when I'm duplicating my screen

Off

Get tips, tricks and suggestions as you use Windows

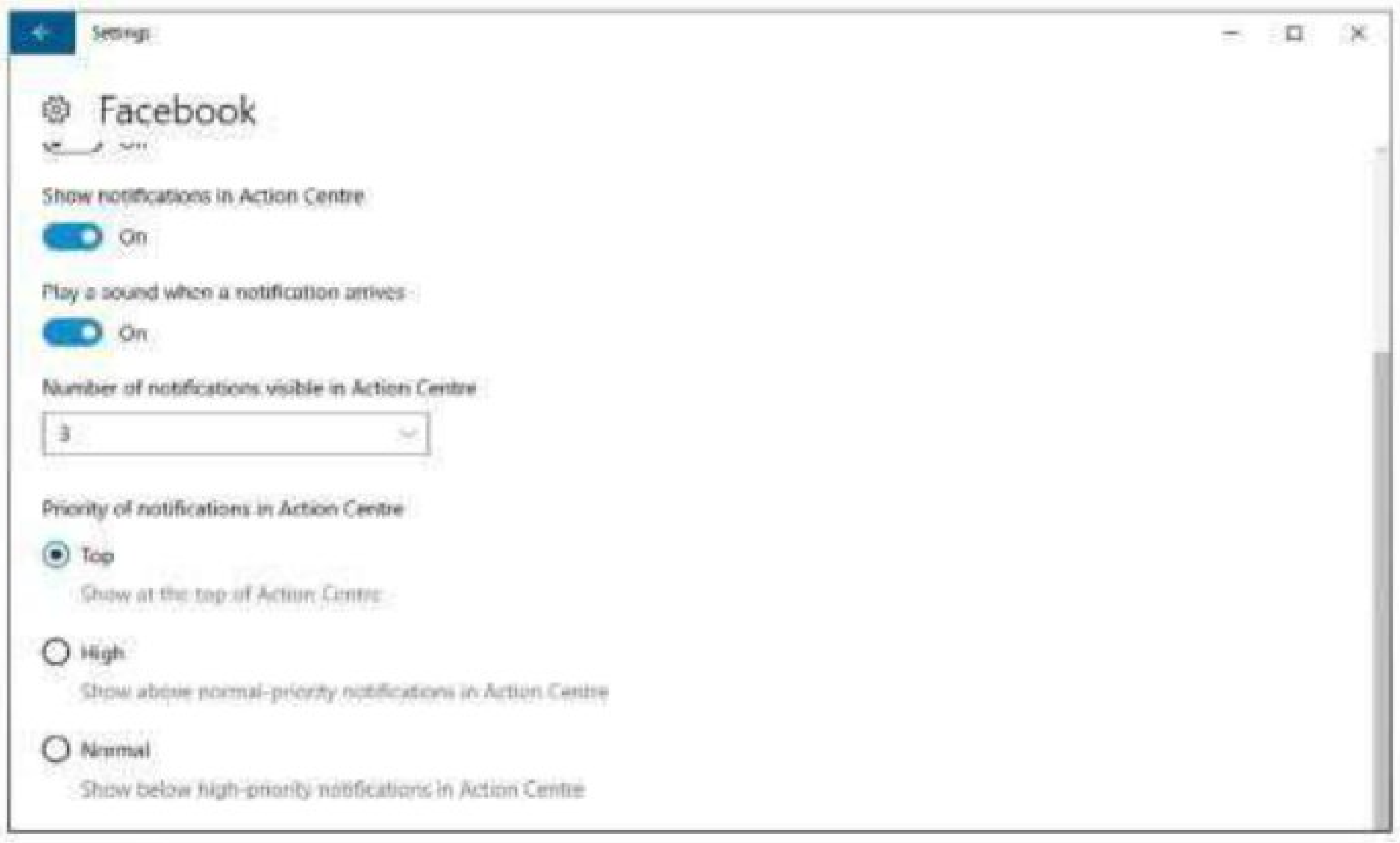
On

Get notifications from these senders

Select a sender to see more settings. Some senders might also have their own notification settings. If so, open the sender to change them.

8 Further notification tweaks

The main Notifications options are the same as those in the original version of Windows 10, although they've been reworded. Scroll down to see a list of all senders that can be configured to display notifications or not. Use the switches to enable or disable apps from using the Action Center to notify you of updates, or click an app to reveal more granular settings.



Facebook

Show notifications in Action Centre

On

Play a sound when a notification arrives

On

Number of notifications visible in Action Centre

3

Priority of notifications in Action Centre

● Top

Show at the top of Action Centre

○ High

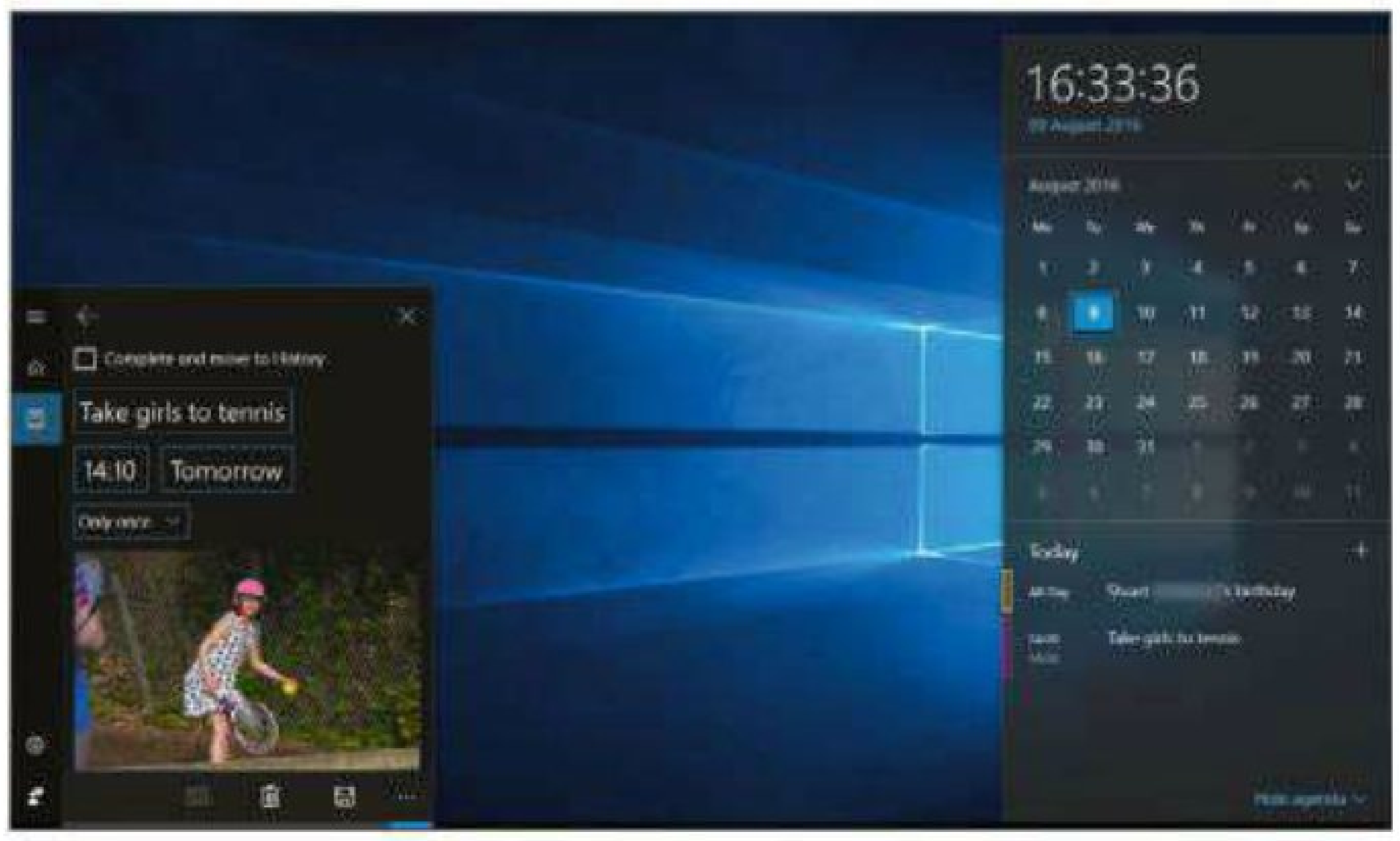
Show above normal-priority notifications in Action Centre

○ Normal

Show below high-priority notifications in Action Centre

9 Customize how apps notify you

You'll see two new options when configuring individual apps' notification settings. The first allows you to set the number of notifications displayed at once in the Action Center – three is the default, but you can choose between one, three, five, ten and 20. The priority settings allow you to restrict which notifications appear – and where they appear in the Action Center.

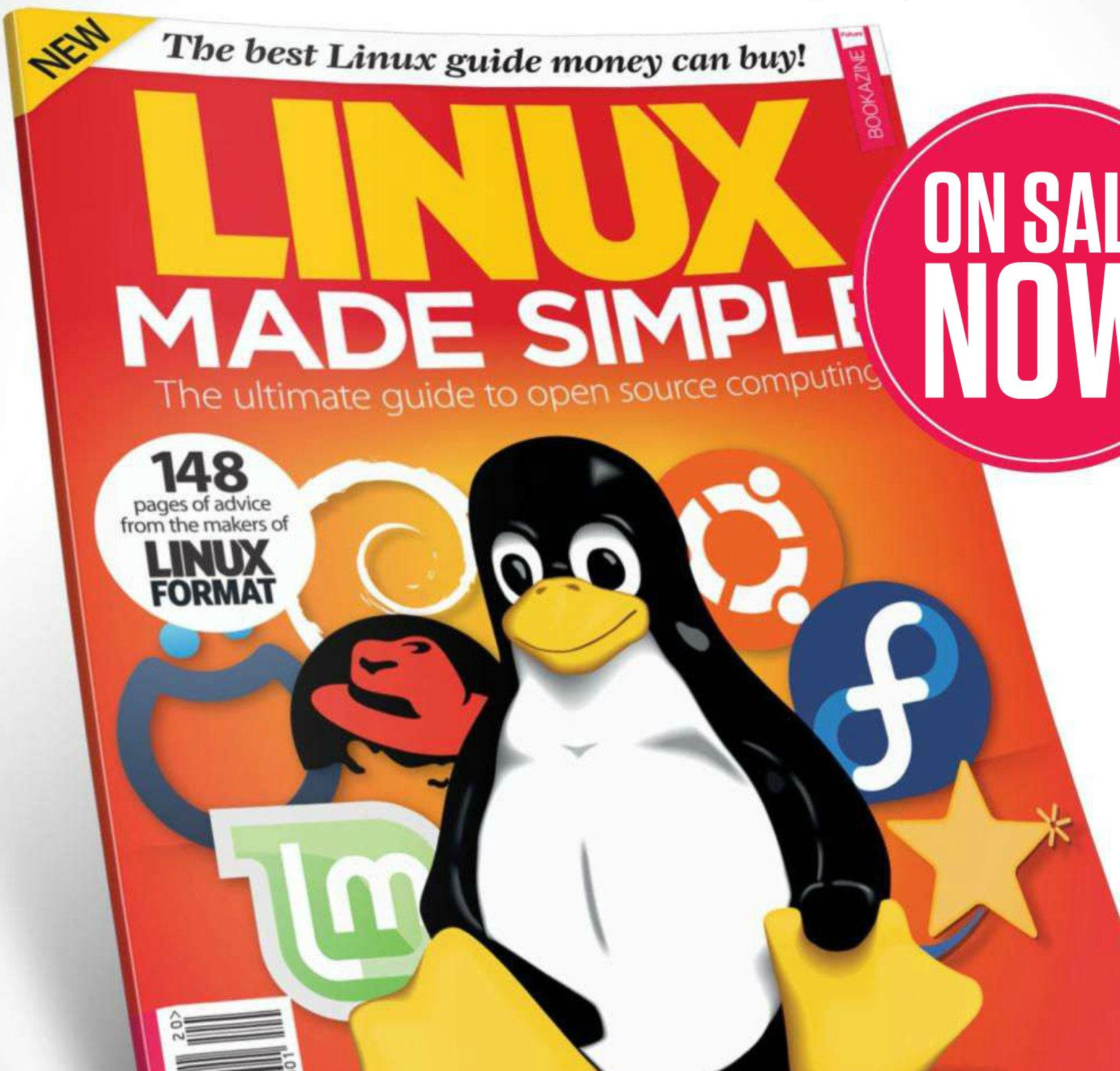


10 And finally...

There's no doubt that the Action Center and Notifications system in Windows 10 is much better than it's ever been. One final improvement can be found when you click the time and date to the left of the Notifications button – you'll see a list of all upcoming events from your calendar, as well as any reminders you've set through Cortana, which appear under the calendar.

DISCOVER THE ALTERNATIVE TO APPLE AND WINDOWS

Take complete control of your computer by learning how to choose, install and use a version of Linux that's tailored just for you


NEW
The best Linux guide money can buy!
BOOKAZINE
LINUX
MADE SIMPLE
The ultimate guide to open source computing
148 pages of advice from the makers of LINUX FORMAT
Future
THIRD EDITION
£9.99

ON SALE NOW

Future

Ordering is easy. Go online at:

www.myfavouritemagazines.co.uk

Or get it from selected supermarkets & newsagents

Learn how to...

Watch films and TV in Windows 10

Begin watching a film on the desktop, and then pick it up where you left off on your laptop

TIME TAKEN
5 minutes

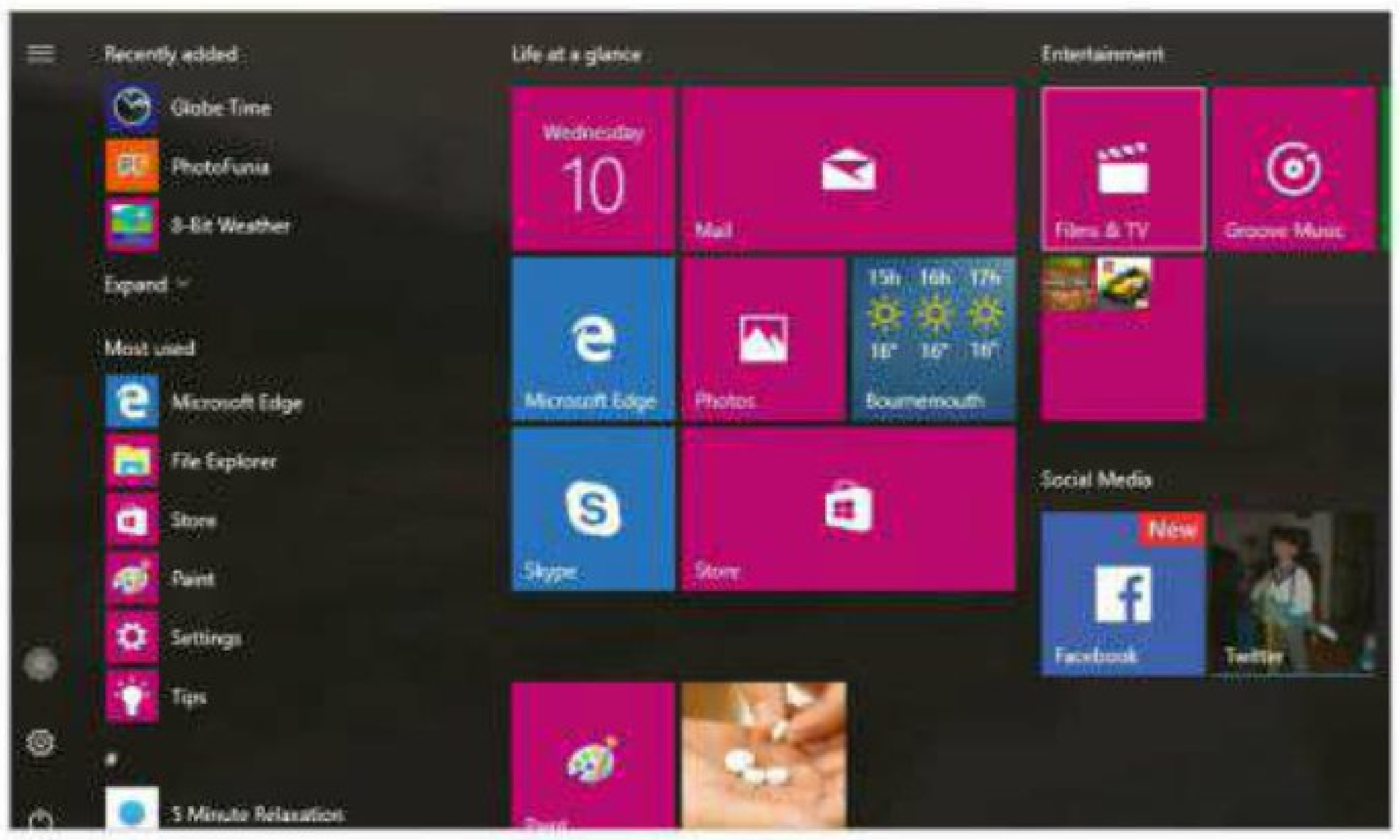
For Windows 10, Microsoft has replaced the long-serving Windows Media Center suite with the Films & TV app. This is a sleek, simple-to-use hub that has been designed to make it easier to build, sort and watch your library of downloaded videos.

It also has a few nifty features so you can stay current with your favorite TV episodes, even if you spend a lot of time commuting or away from a Wi-Fi point. You can link up to five different Windows 10 devices to your account and when you stop watching, it'll bookmark your place for later, even if you return to it on a different machine.

One thing you can't do is watch DVDs with the Film & TV app – you'll need the DVD Player app for that.

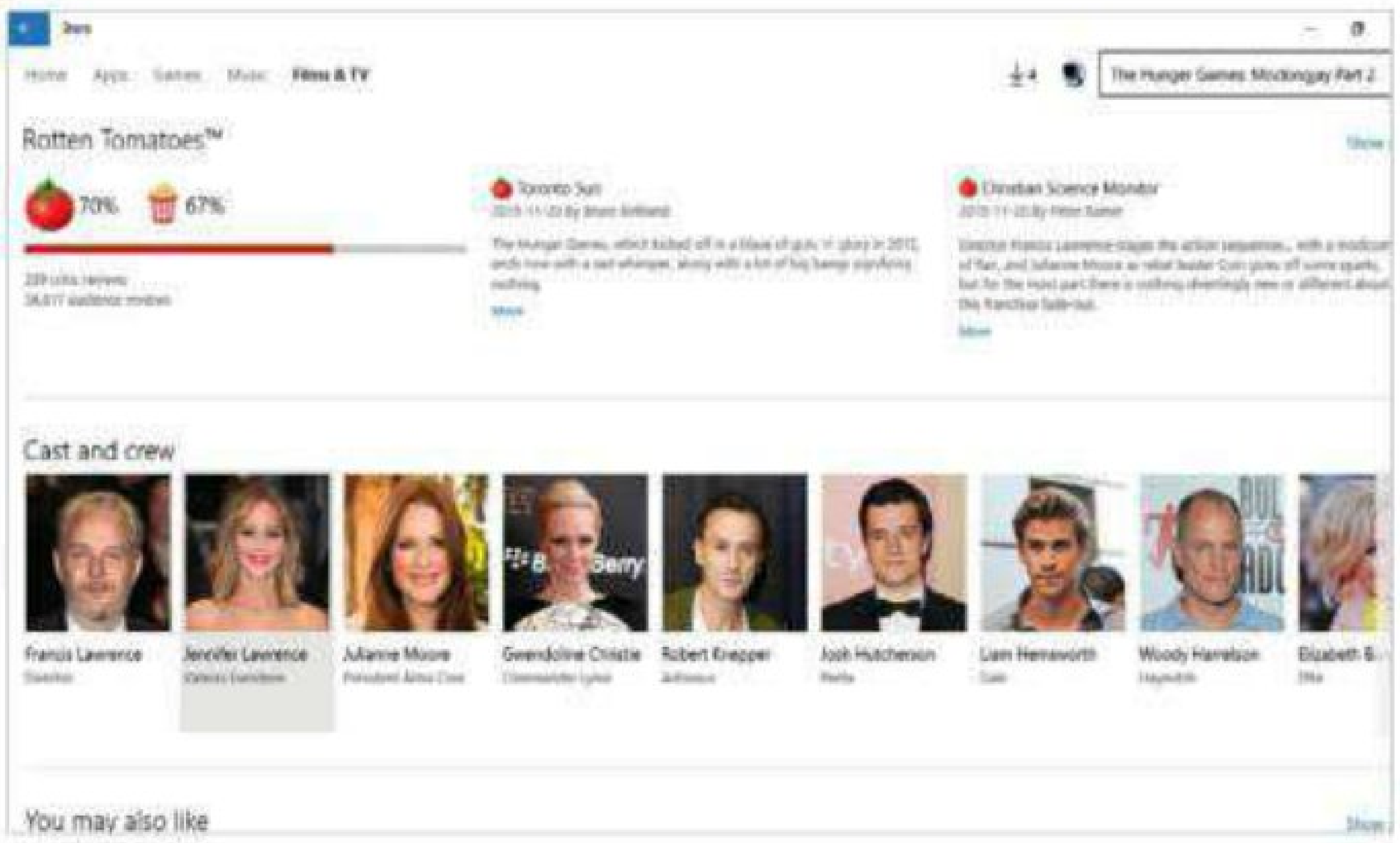
Purchased
Picks for you
XPS

Downloading and watching a video


Recently added
Globe Time
PhotoFunia
8-Bit Weather
Expand
Most used
Microsoft Edge
File Explorer
Store
Paint
Settings
Tips
5 Minute Relaxation
Life at a glance
Wednesday
10
Mail
Microsoft Edge
Photos
Bournemouth
Skype
Store
Entertainment
Films & TV
Groove Music
Social Media
New
Facebook
Twitter

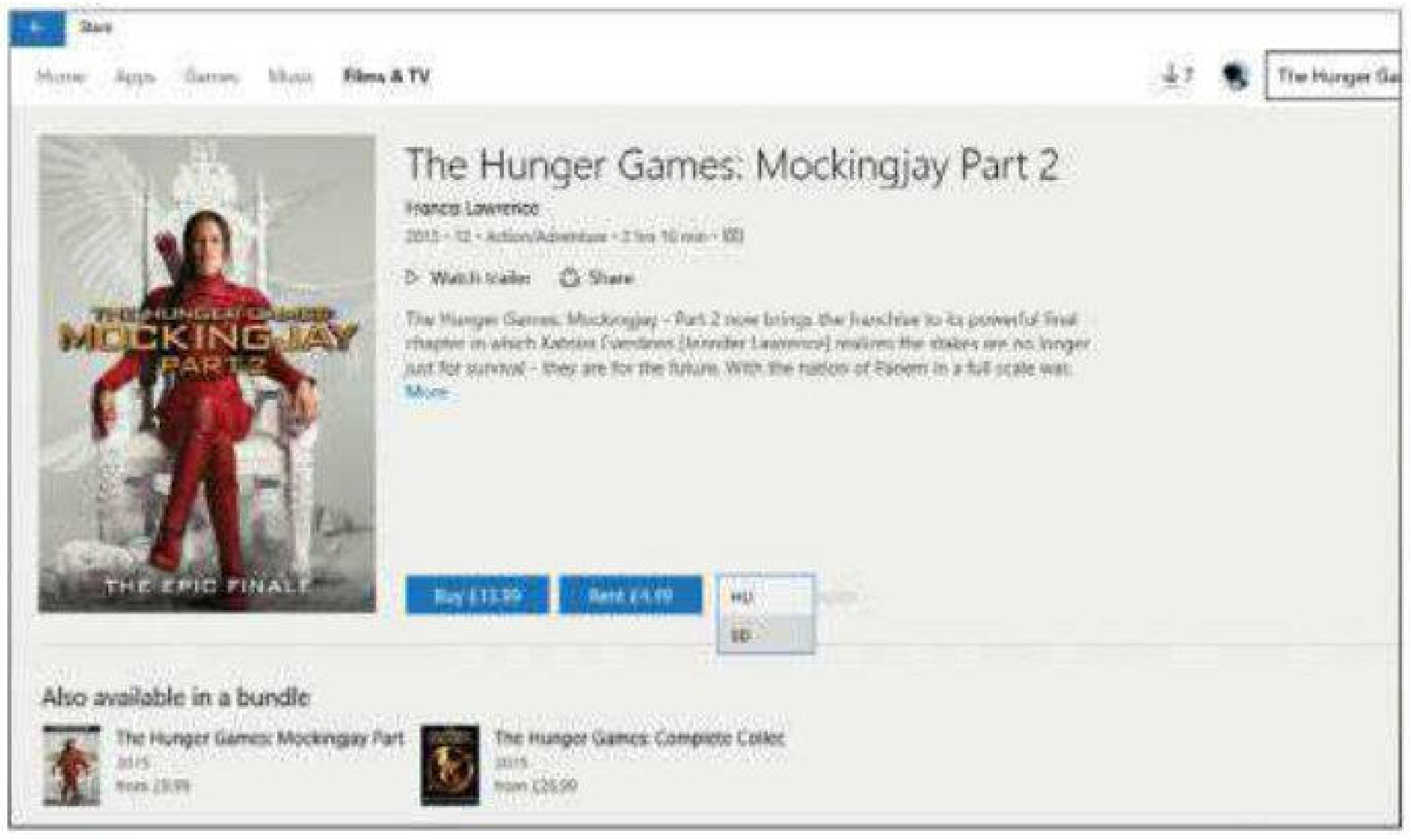
1 Get started

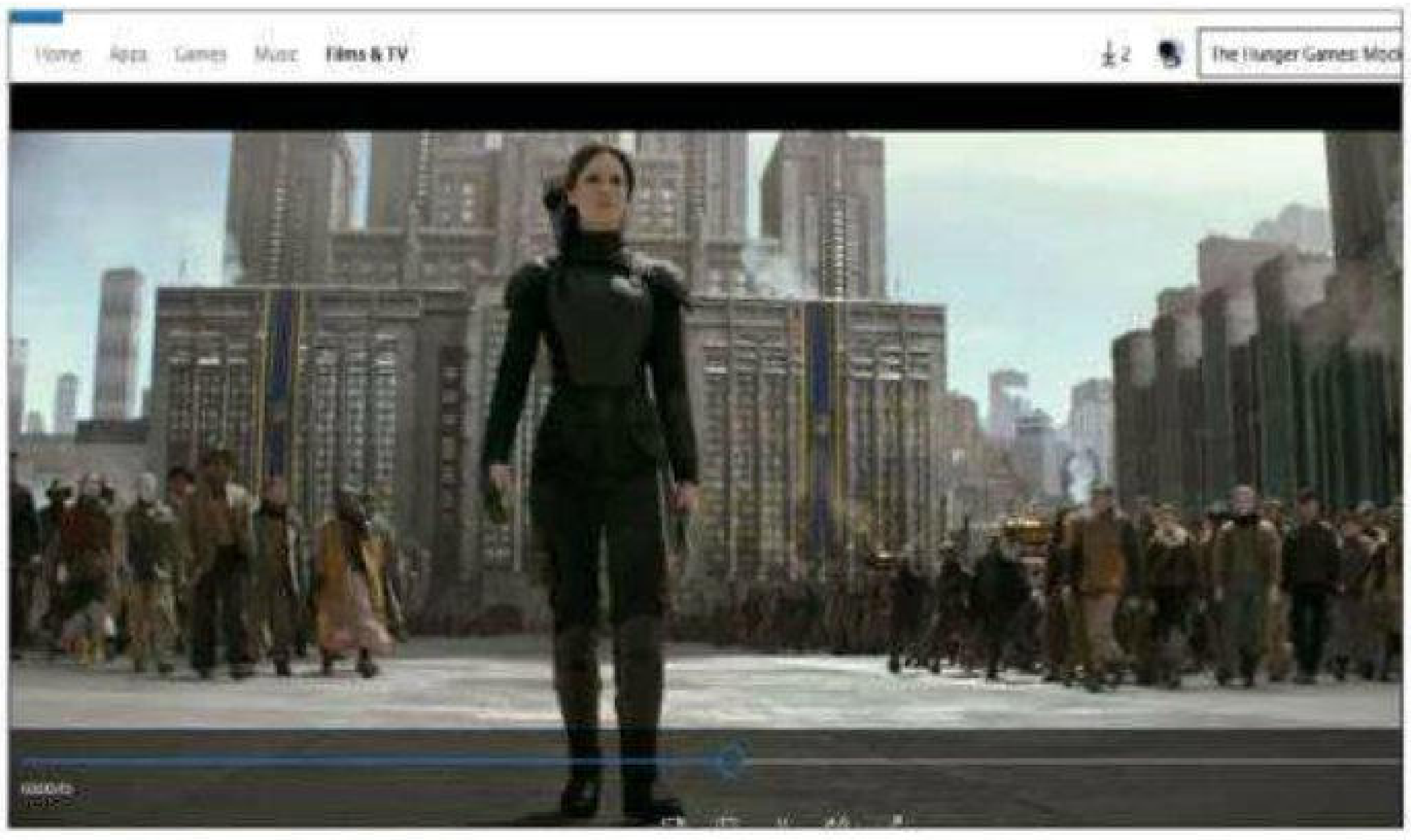
Your Windows 10 device comes with the Film & TV app installed as standard. You can find it by typing Film in the search bar, or by clicking on the home button, on the top right. If the account you're logged into has purchased content from the Store on a previous device, you should find it waiting for you. If not, click' Shop for More' to start browsing...


Store
Home
Apps
Games
Music
Films & TV
Rotten Tomatoes™
70%
67%
Cast and crew
Francis Lawrence
Jennifer Lawrence
Julianne Moore
Gwendoline Christie
Robert Knepper
Josh Hutcherson
Liam Hemsworth
Woody Harrelson
You may also like

2 Choose a film

Once you've decided on something to watch, click on it to be taken to its hub page. Most (but not all) offerings have a trailer you can watch. Need a second opinion? Click 'Share' to email either a link or a screenshot of the current page to a friend. Need a third or fourth opinion? Scroll down further to read professional reviews from Rotten Tomatoes. You'll also find cast details here.


Films & TV
The Hunger Games: Mockingjay Part 2
Watch trailer
Share
HD
SD
Also available in a bundle



3

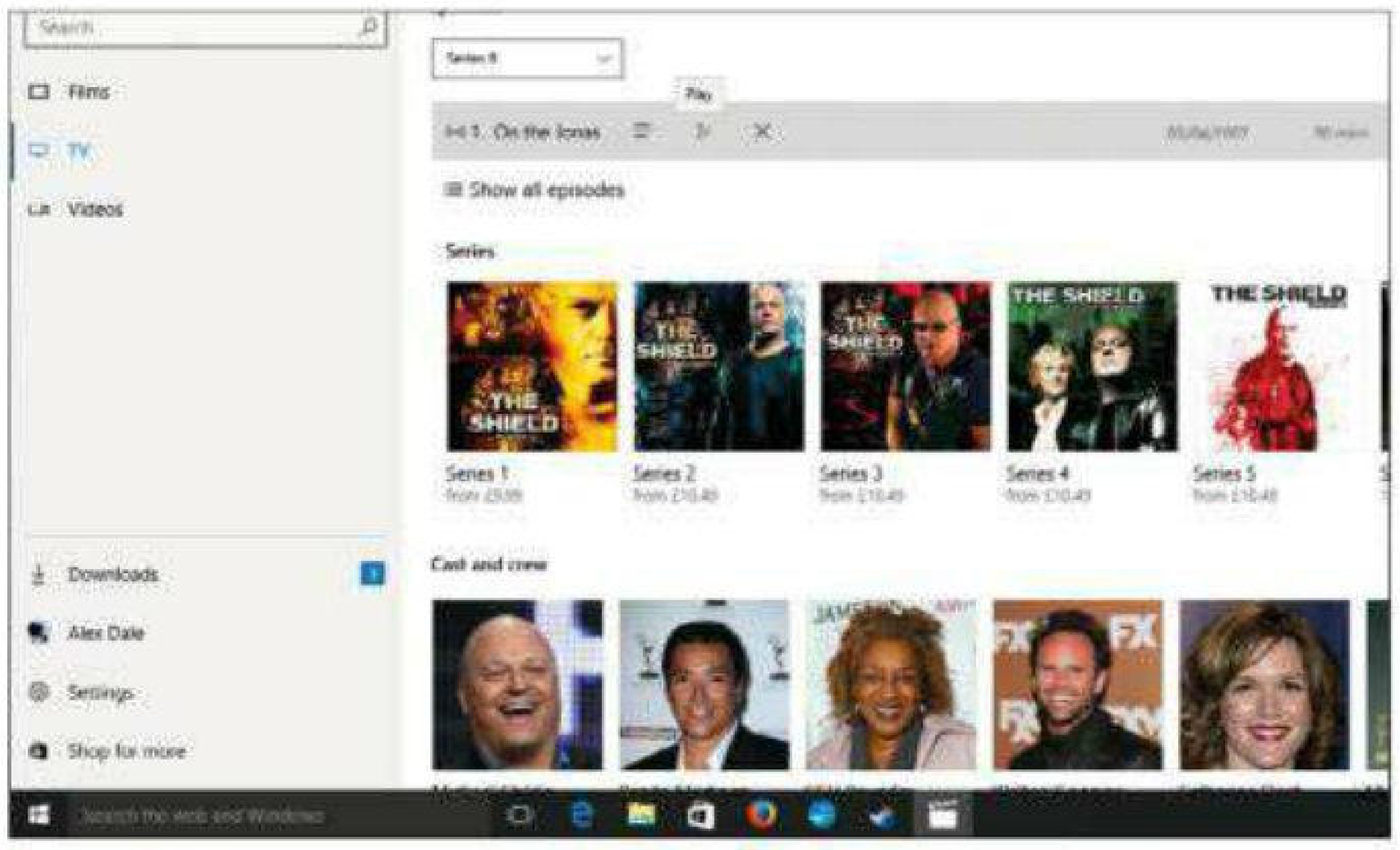
Make the purchase

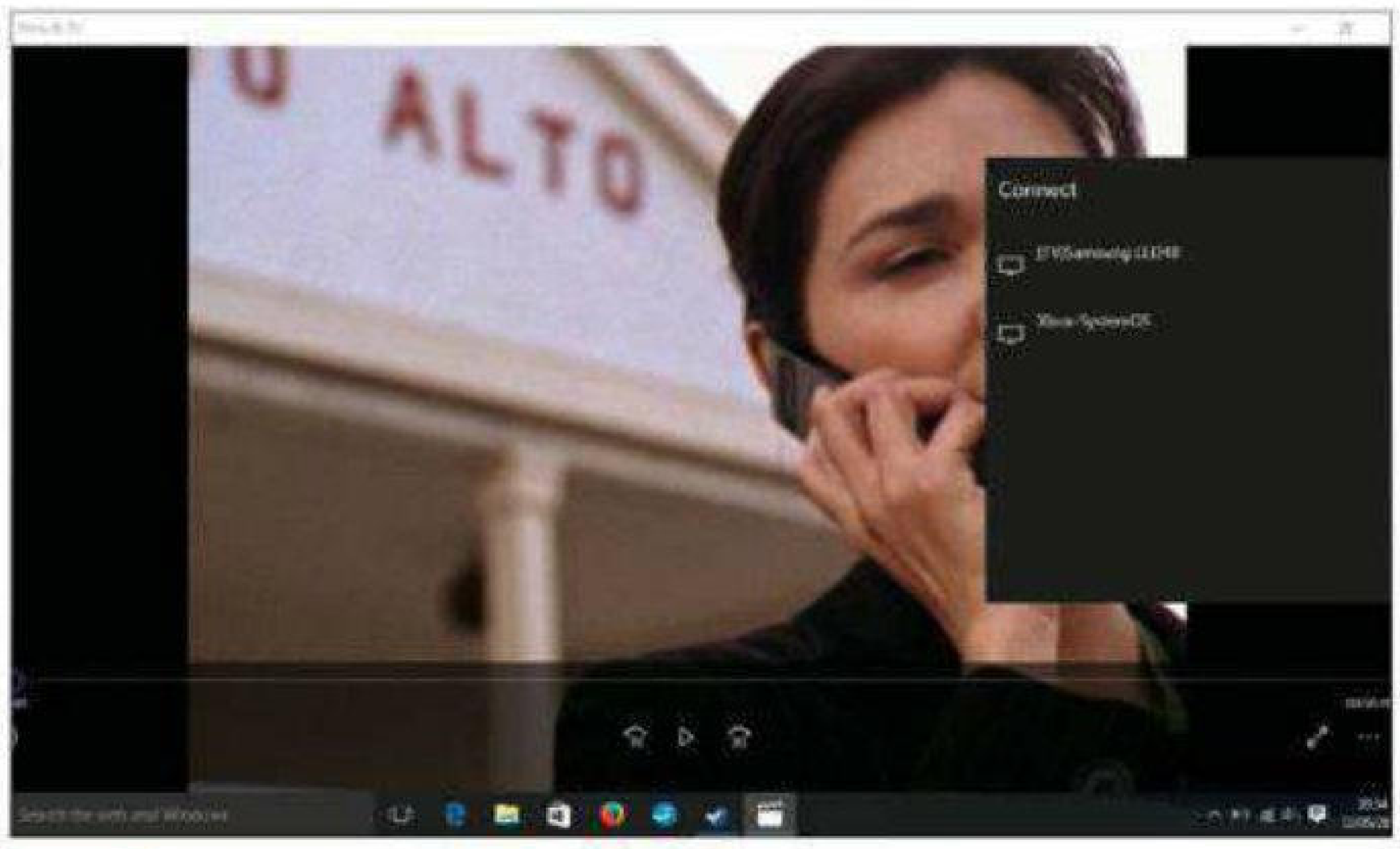
If the reviews haven't put you off, it's time to reach for the wallet. The hub can help you choose the best deal for your needs. If you're not particular about quality, you can get a sharp discount by clicking on 'HD' and changing it to 'SD'. You also might also be able to save money by buying it as part of a bundle – any available packages will be displayed underneath the box artwork.

4

Renting vs buying

You can rent films for one-time viewing rather than buying them. But beware – if you choose this you can only watch it on the device you make the purchase from. You get 14 days to start the film, and then 48 hours to finish it. Once you make a purchase, you can choose to store your card details. If your account has a PIN, it'll ask you for it before confirming future purchases.


Films
TV
Videos
Play
Show all episodes
Series
Series 1
Series 2
Series 3
Series 4
Series 5
Cast and crew
Downloads
Settings
Shop for more



5

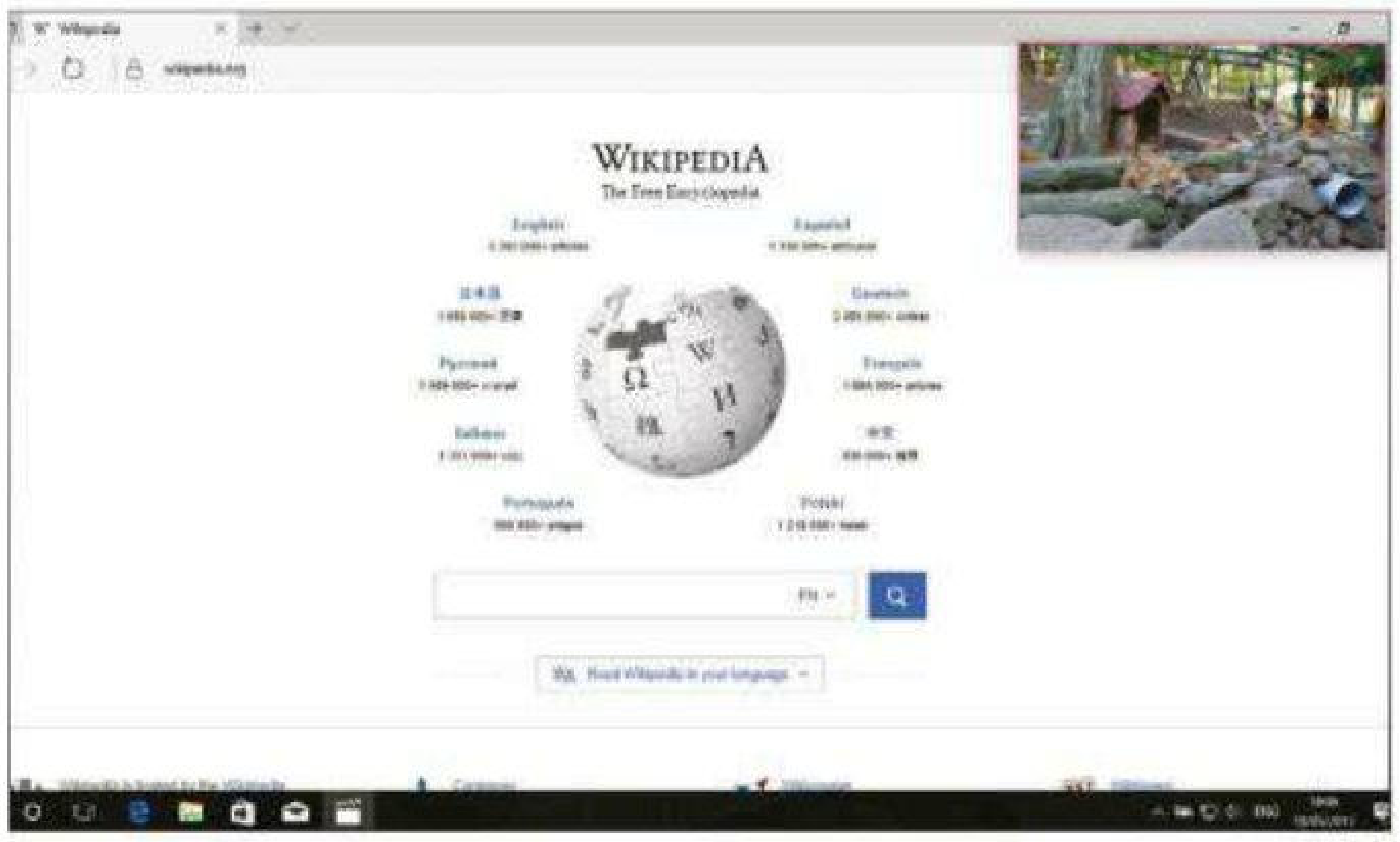
Use the app

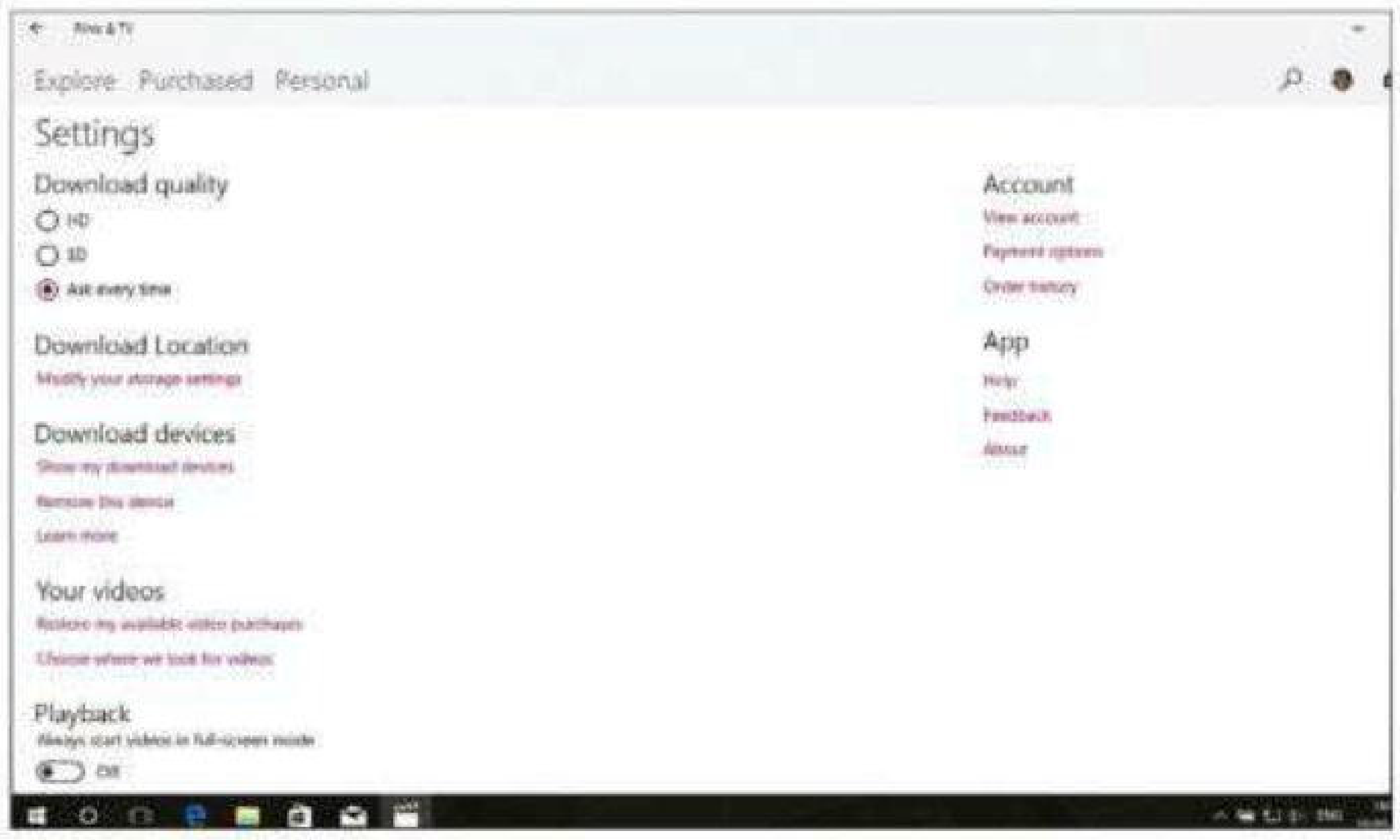
We're now ready to return to the app to view our new purchase. It'll appear in the 'Film' or 'TV' tabs. Highlight it to see viewing options; clicking on the play button will stream the video direct from the internet. If you have a slow connection, you might need to pause it and come back in a few minutes' time. The arrow next to it is the option to download it for offline viewing.

6

Media player controls

The media player interface is simple to use, and Microsoft is adding new features all the time. Clicking on the dots icon on the right reveals a menu full of advanced options. Here you can change the aspect ratio (display dimensions) to best fit your screen, or send ('cast') the stream to a compatible device on the same Wi-Fi network, such as an Xbox One or Smart TV.


Wikipedia
Wikipedia
The Free Encyclopedia


Explore
Purchased
Personal
Settings
Download quality
HD
SD
Ask every time
Download Location
Download devices
Your videos
Playback
Off
Account
App

7

Compact Overlay

To the right is an icon of a screen, this puts Films and TV into 'Mini Mode.' The Window shrinks, goes into the corner and while in this mode the video window will stay in front of all other programs on the computer. You can move this window into a place you prefer and increase its size slightly. Handy if you like to have a video in the background while you work.

8

Manage your devices

Click on 'Settings' to view which of your devices (to a maximum of five) are linked to this account. To remove a device, you'll need to log into the device in question. On the settings screen, you can choose whether your videos download in HD or SD quality by default (handy if you're short of storage space), manage your payment options and view your purchase history.

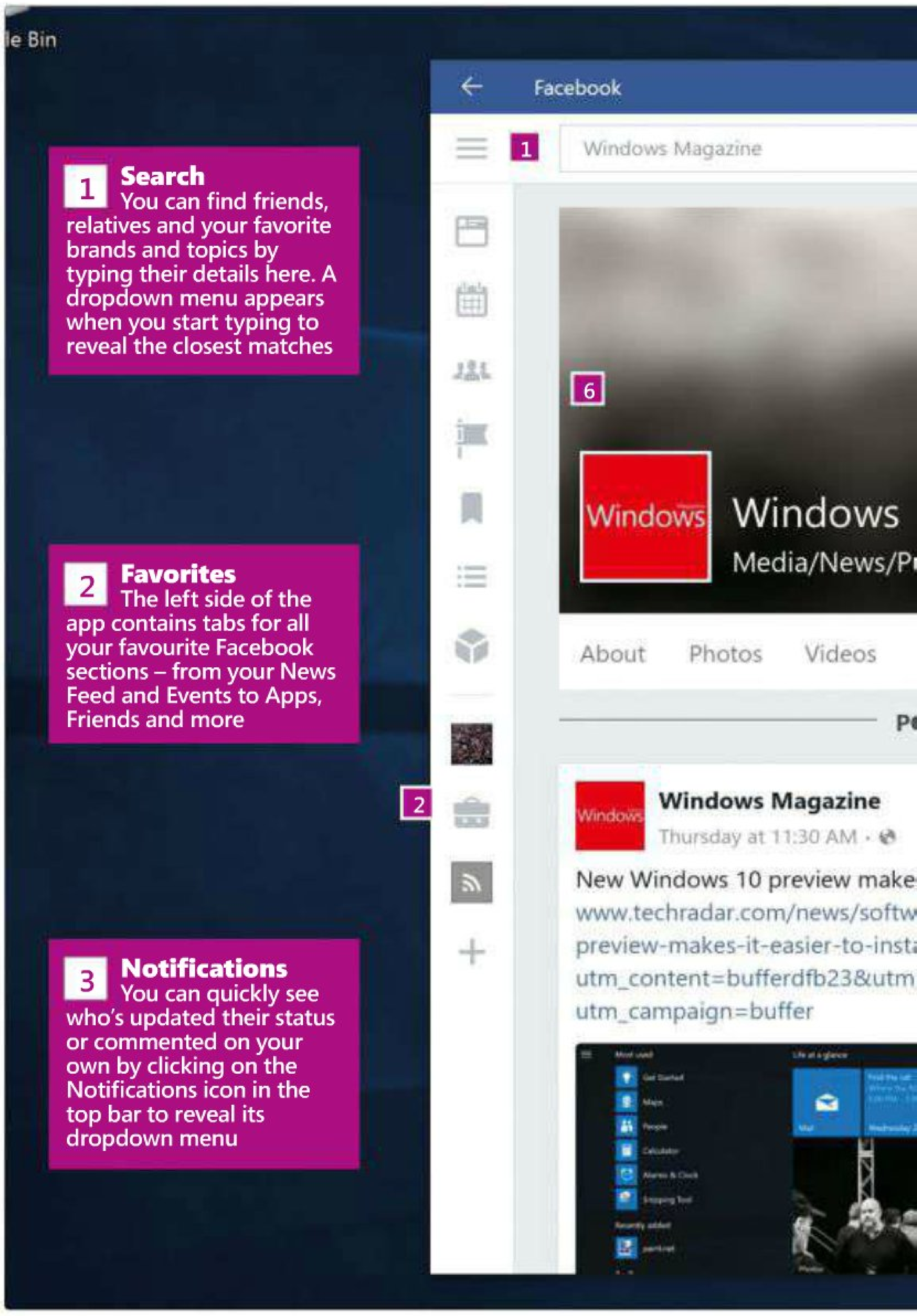
Learn how to...

Master the Facebook app

Here's how to make the most of the bespoke Facebook app for Windows

TIME TAKEN
10 minutes

With 1.65 billion active users per month, Facebook is by far and away the most popular social media platform on the planet. Now Windows 10 has joined the party with an app that's free to download from the Microsoft Store and run on your desktop. While the arrival of a dedicated Facebook app for Windows 10 is new, Facebook's presence on your desktop is not. A previous version of the Facebook app was available for Windows 8. However, this all-new version is slicker, quicker and more capable, making it easier than ever to stay up to date with what your friends and family are up to – and tell the world what you're about too. So with that in mind, let's take a look at how you can make the most of it.


le Bin
Facebook
Windows Magazine
6
Windows
Windows
Media/News/P
About
Photos
Videos
Windows Magazine
Thursday at 11:30 AM

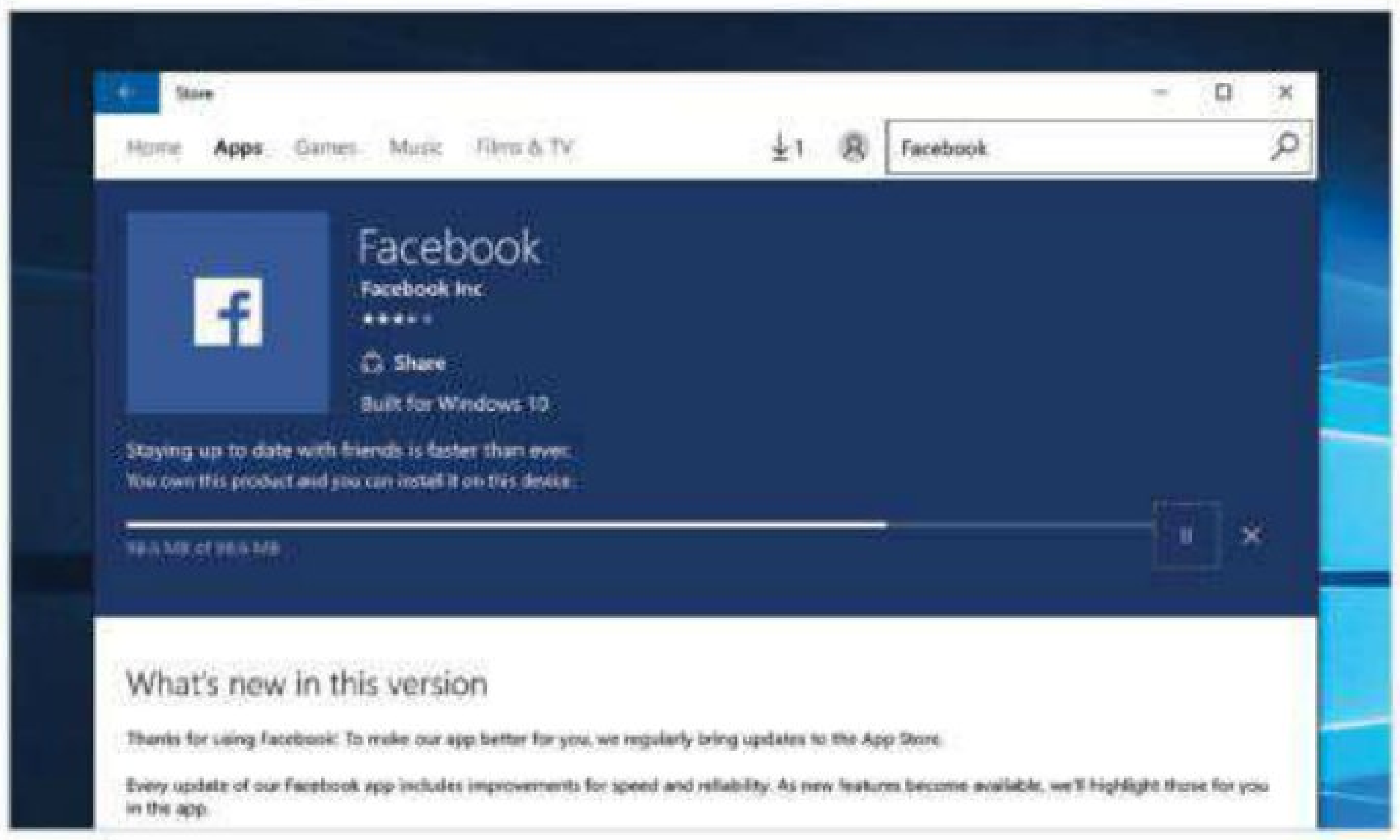
New Windows 10 preview make
www.techradar.com/news/softw
preview-makes-it-easier-to-insta
utm_content=bufferdfb23&utm
utm_campaign=buffer

1 Search You can find friends, relatives and your favorite brands and topics by typing their details here. A dropdown menu appears when you start typing to reveal the closest matches

2 Favorites The left side of the app contains tabs for all your favourite Facebook sections – from your News Feed and Events to Apps, Friends and more

3 Notifications You can quickly see who's updated their status or commented on your own by clicking on the Notifications icon in the top bar to reveal its dropdown menu

Get started with Facebook for Windows 10


Store
Home
Apps
Games
Music
Films & TV
Facebook
Facebook
Facebook Inc
Share
Built for Windows 10

Staying up to date with friends is faster than ever.

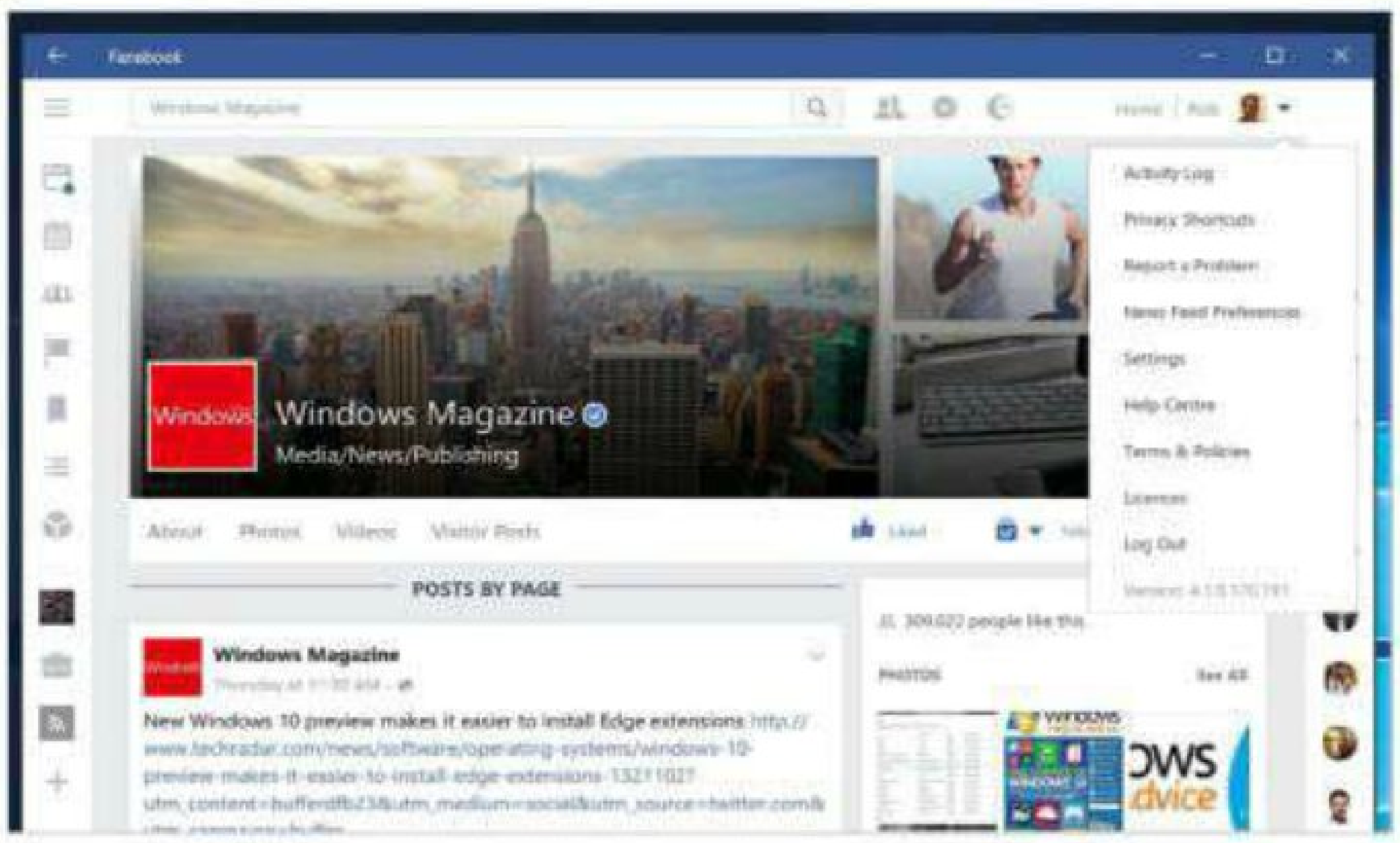
What's new in this version

Thanks for using Facebook! To make our app better for you, we regularly bring updates to the App Store.

Every update of our Facebook app includes improvements for speed and reliability. As new features become available, we'll highlight those for you in the app.

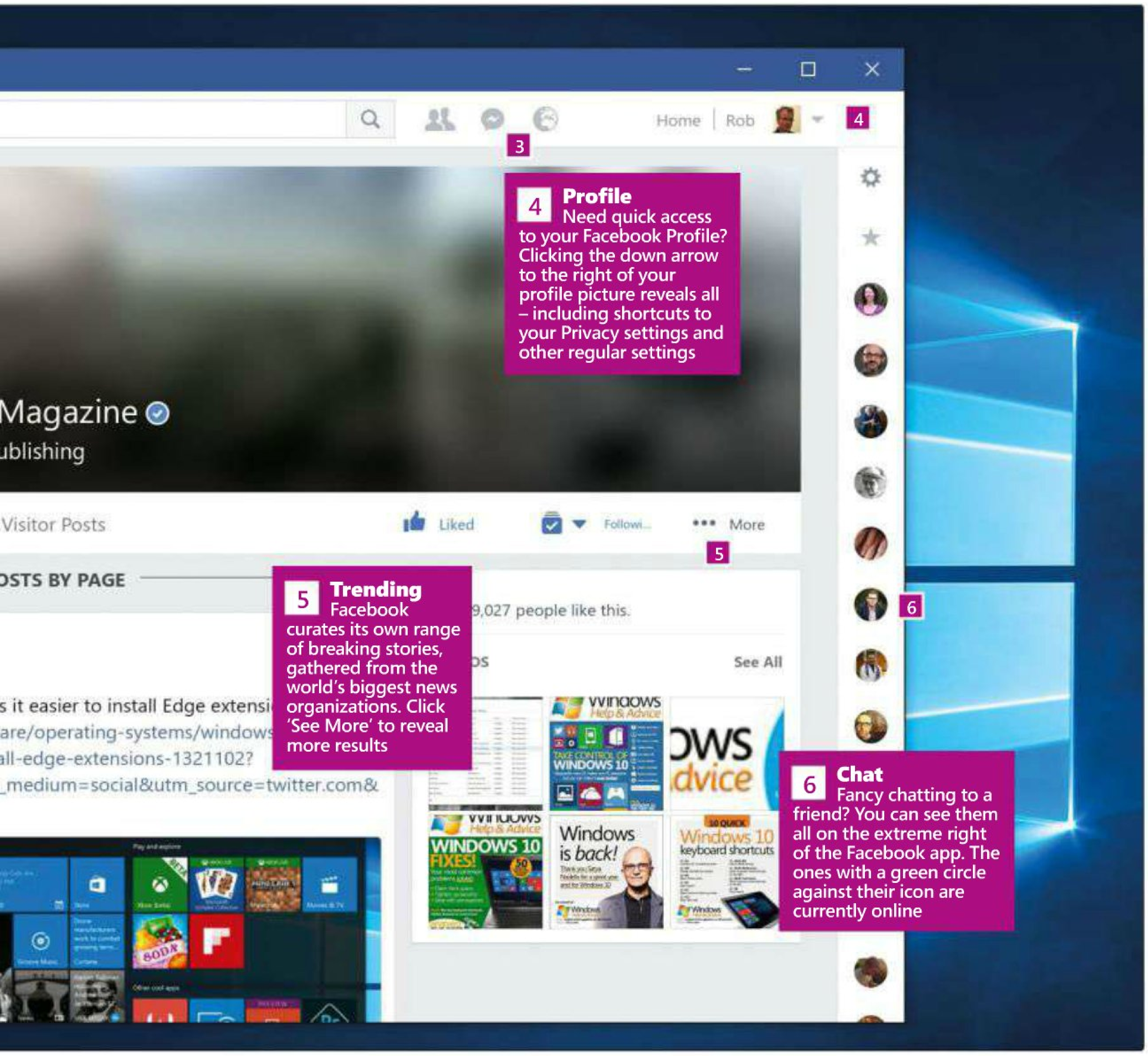
1 Download, install and log in

Head to the Microsoft Store and download the free Facebook app from microsoft.com/store/apps/9wzdncrfj2wl. Install it and then log in using your Facebook ID. Or create a new account if you don't have one. During the install process you'll be asked if you want to add Facebook to your Live Tiles. Now open the app and your Facebook feed will appear.


Facebook
Windows Magazine
Media/News/Publishing
About
Photos
Videos
Visitor Posts
POSTS BY PAGE
Activity Log
Privacy Shortcuts
Report a Problem
News Feed Preferences
Settings
Help Centre
Terms & Policies
Licences
Log Out
PHOTOS
See All

2 Find your way

Log in to see a tabbed menu running down the left side containing things like your News Feed, Apps, Groups and Friends. At the top of the main window is the Search bar, the Home button and your Profile. The main window shows your current view. The right menu shows Trending topics and Suggestions. And the extreme right menu shows who's available on Facebook Chat.


Home
Rob
3
4
Magazine
ublishing
Visitor Posts
Liked
Followi...
More
5
OSTS BY PAGE
9,027 people like this.
See All
s it easier to install Edge extensi
are/operating-systems/windows
all-edge-extensions-1321102?
_medium=social&utm_source=twitter.com&
6

4 Profile Need quick access to your Facebook Profile? Clicking the down arrow to the right of your profile picture reveals all – including shortcuts to your Privacy settings and other regular settings

5 Trending Facebook curates its own range of breaking stories, gathered from the world's biggest news organizations. Click 'See More' to reveal more results

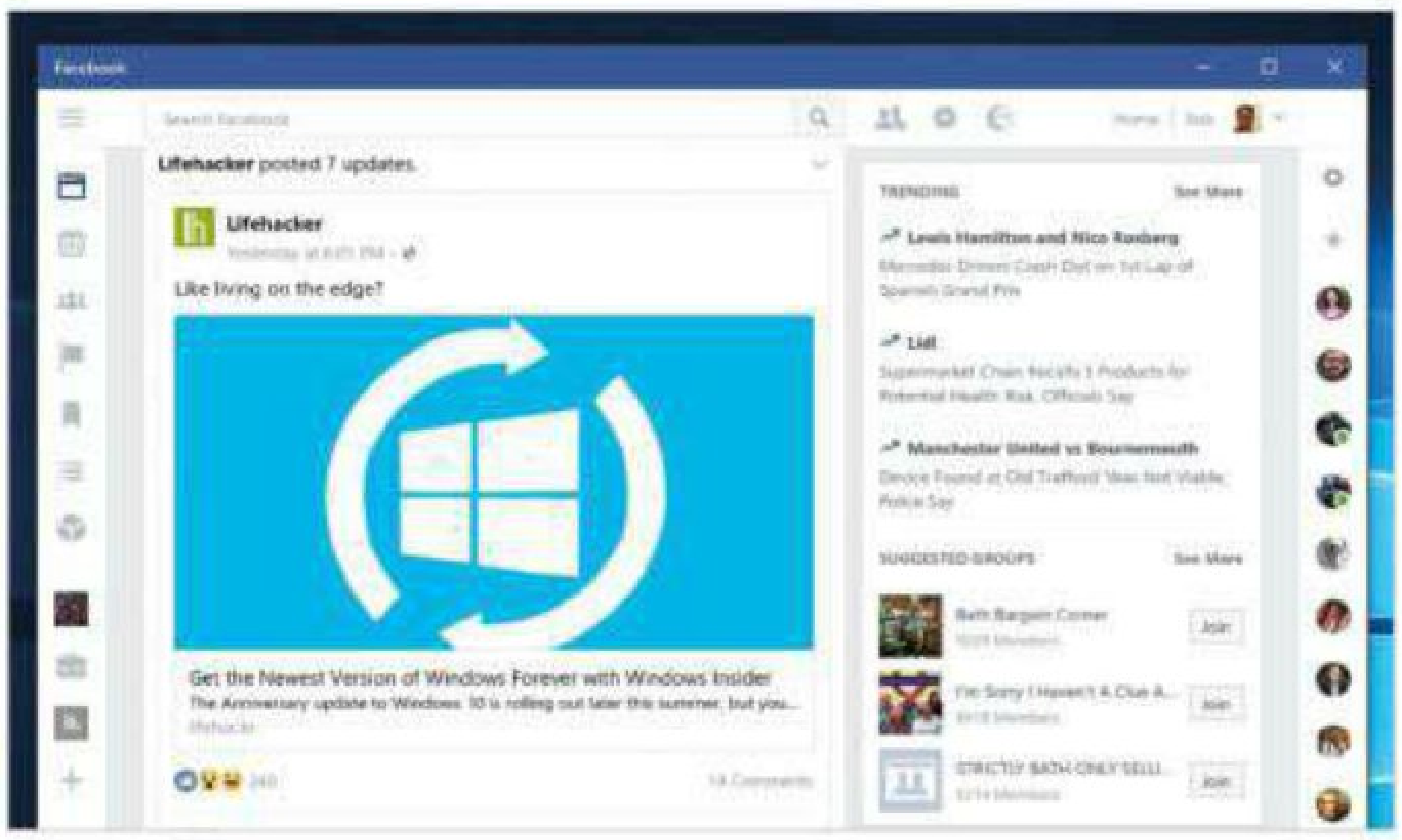
6 Chat Fancy chatting to a friend? You can see them all on the extreme right of the Facebook app. The ones with a green circle against their icon are currently online

Jargon buster!

Timeline
Your Timeline is your personal page on Facebook. It contains your status updates, photos, videos and the pages you've shared online.

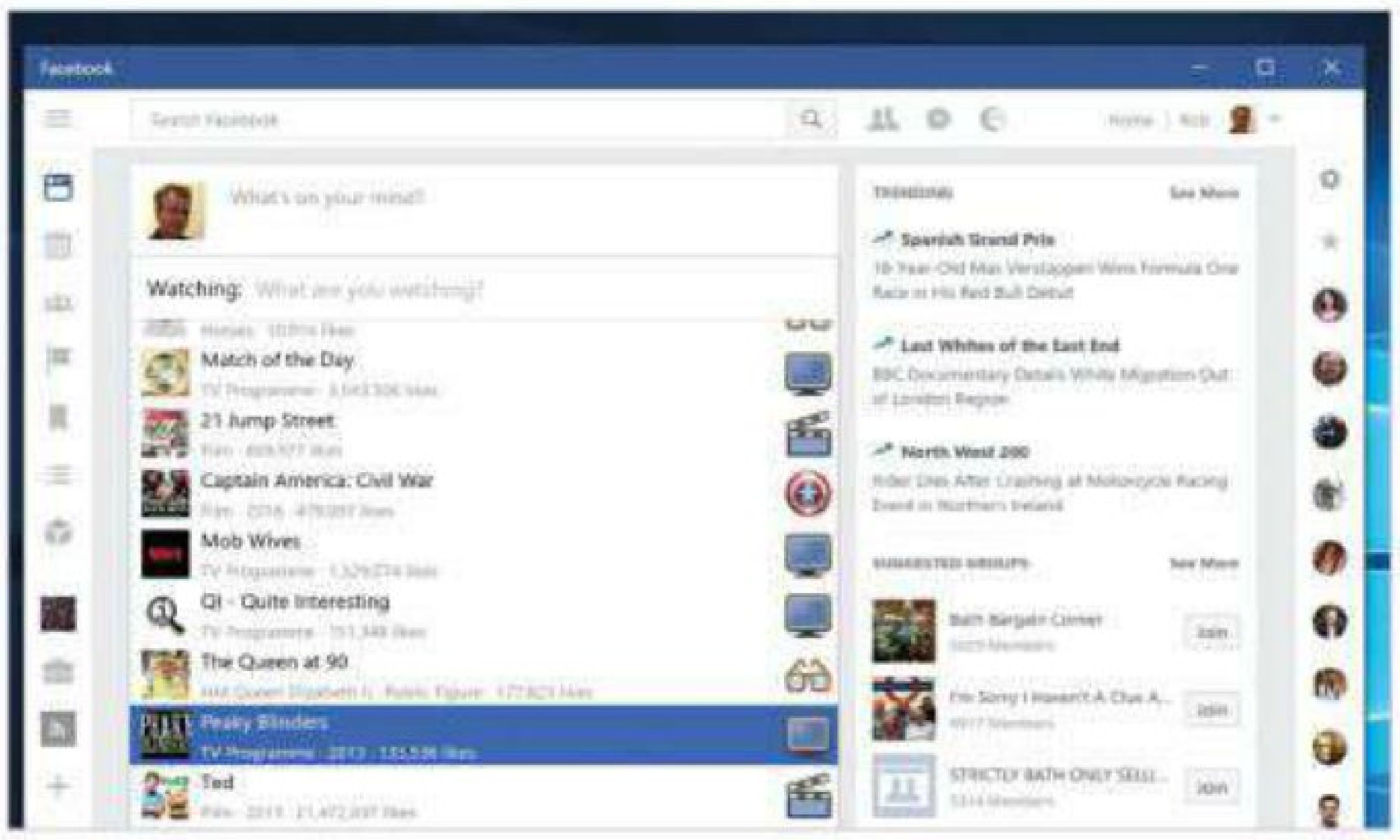
Status Update
A short post you share on Facebook, which tells your friends what you're up to or how you're feeling. You can also use it to post links, photos, videos and more.

News Feed
This is where you'll find all your status updates from all your friends, along with photos, videos and pages they've shared. You'll find it on the Home page.



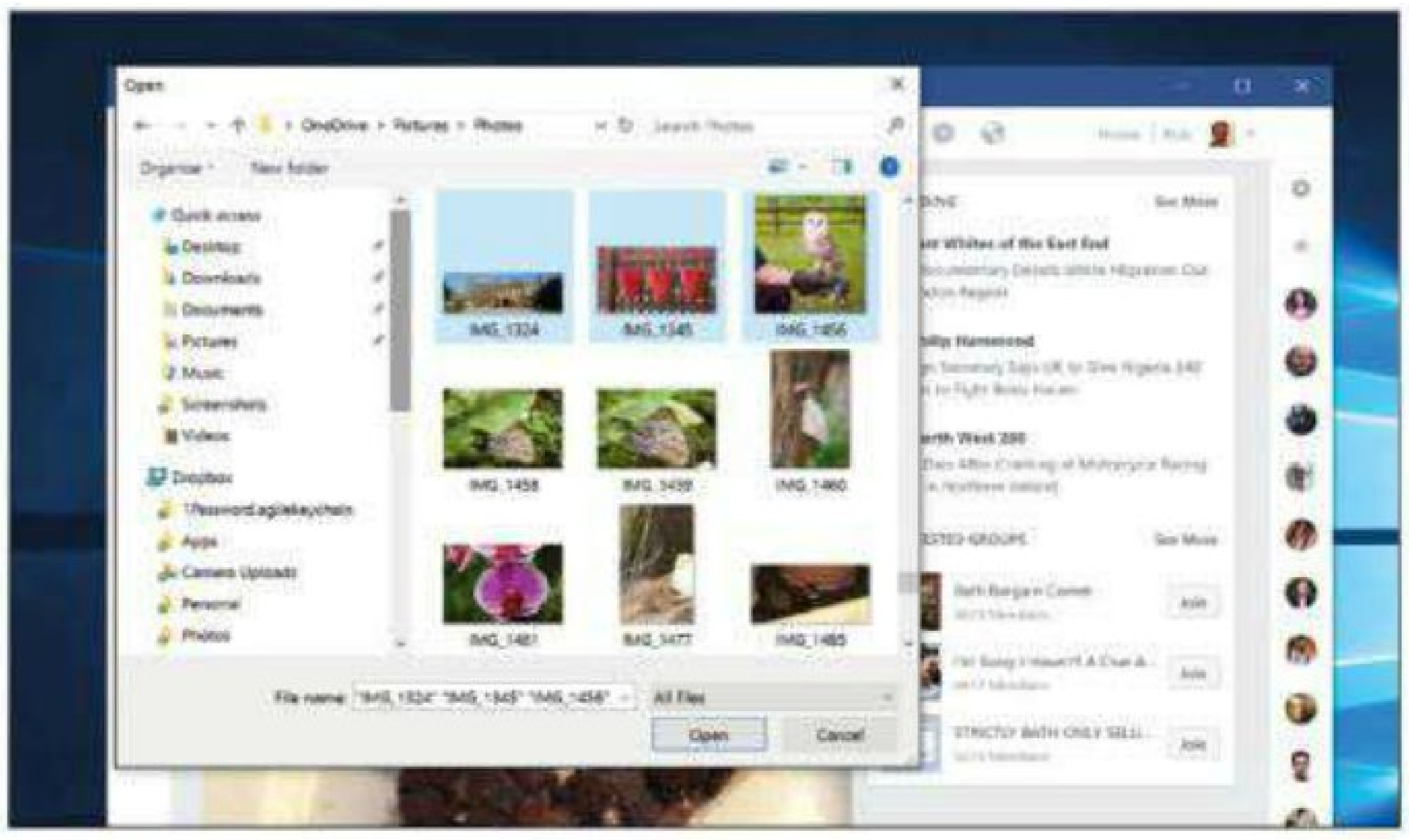
3 Stay up to date

The default view shows in your News Feed recent things your friends have posted and shared, plus updates from any pages you've liked. Catch up by scrolling up and down to see what's happened since you logged in. Clicking on a post takes you to the built-in browser. You can like 'Like', 'Wow', 'Comment' or 'Share' on updates by clicking on the icon below each post.



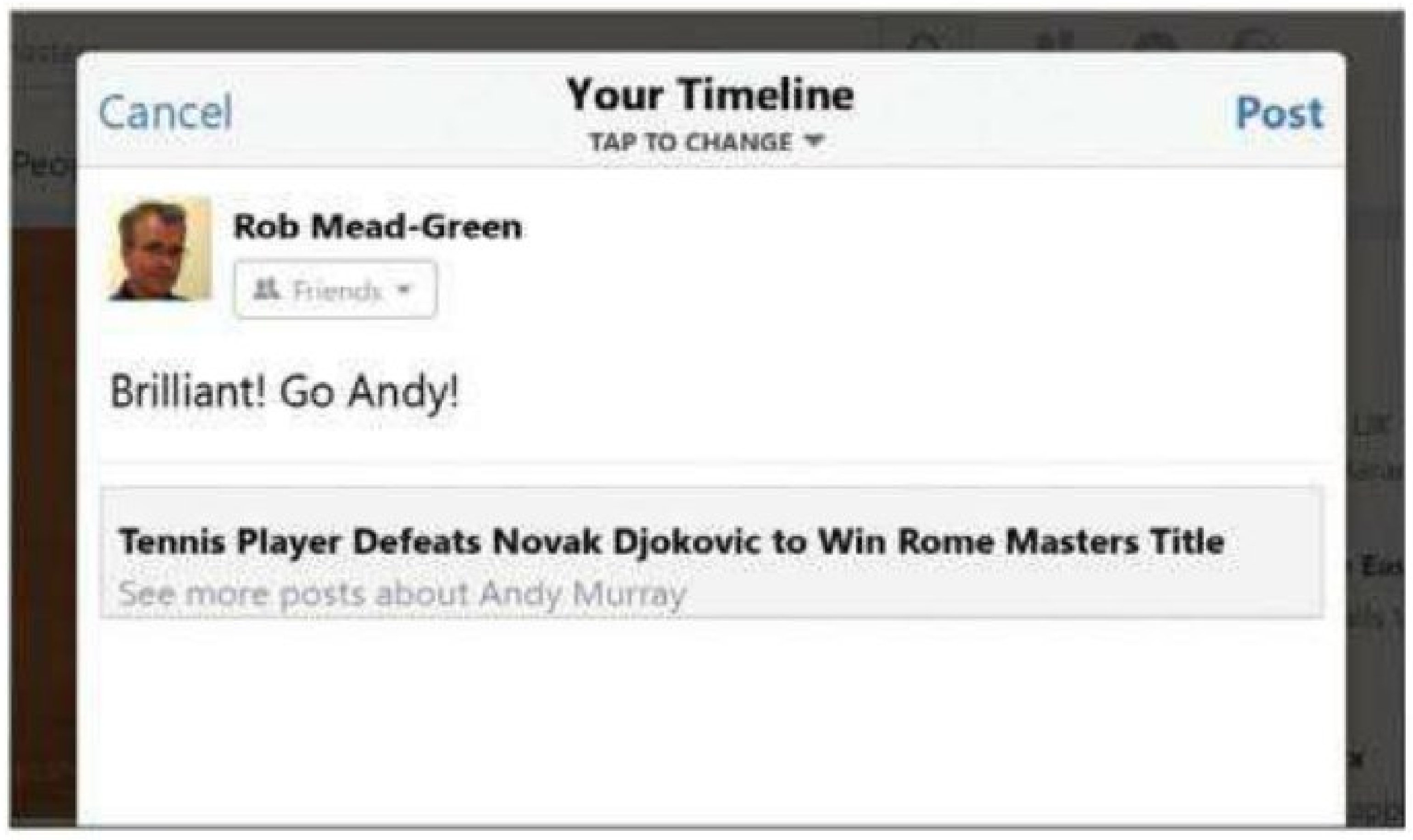
4 Change your status

Tell your friends what you've been up to. Scroll to the top of the page and share your news by typing into the 'What's on your mind?' box or by pasting a URL. You can also click on the icons below to upload photos or videos, tag friends in photos, and check into locations. You can choose who can see your update by clicking on the 'Friends' dropdown menu. Click 'Post' once done.


Open
Quick access
Desktop
Downloads
Documents
Pictures
Music
Screenshots
Videos
Dropbox
IMG_1324
IMG_1345
IMG_1456
IMG_1458
IMG_1459
IMG_1460
IMG_1481
IMG_1477
IMG_1485
File name:
All Files
Open
Cancel

5 Share a photo

One of the advantages of using the Facebook app is it's quicker to post your photos and videos. Click the Photos icon and a File Explorer window will appear that enables you to quickly find your way to the folder or app you want to share from. You can also share photos and videos stored on OneDrive. Choose one photo or video or more then click 'Open' to add it to your status.

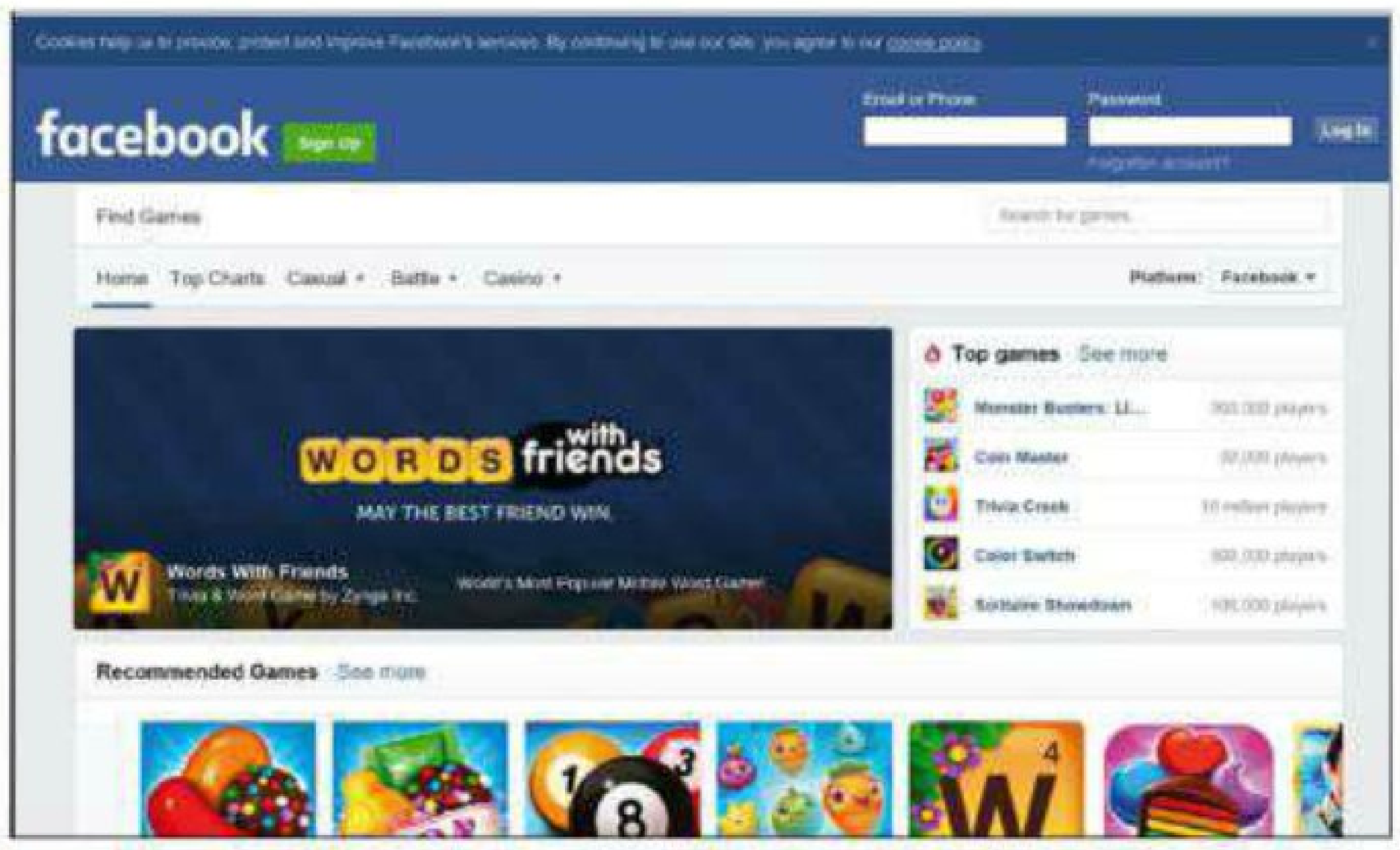

Cancel
Your Timeline
TAP TO CHANGE
Post
Rob Mead-Green
Friends

Brilliant! Go Andy!

Tennis Player Defeats Novak Djokovic to Win Rome Masters Title
See more posts about Andy Murray

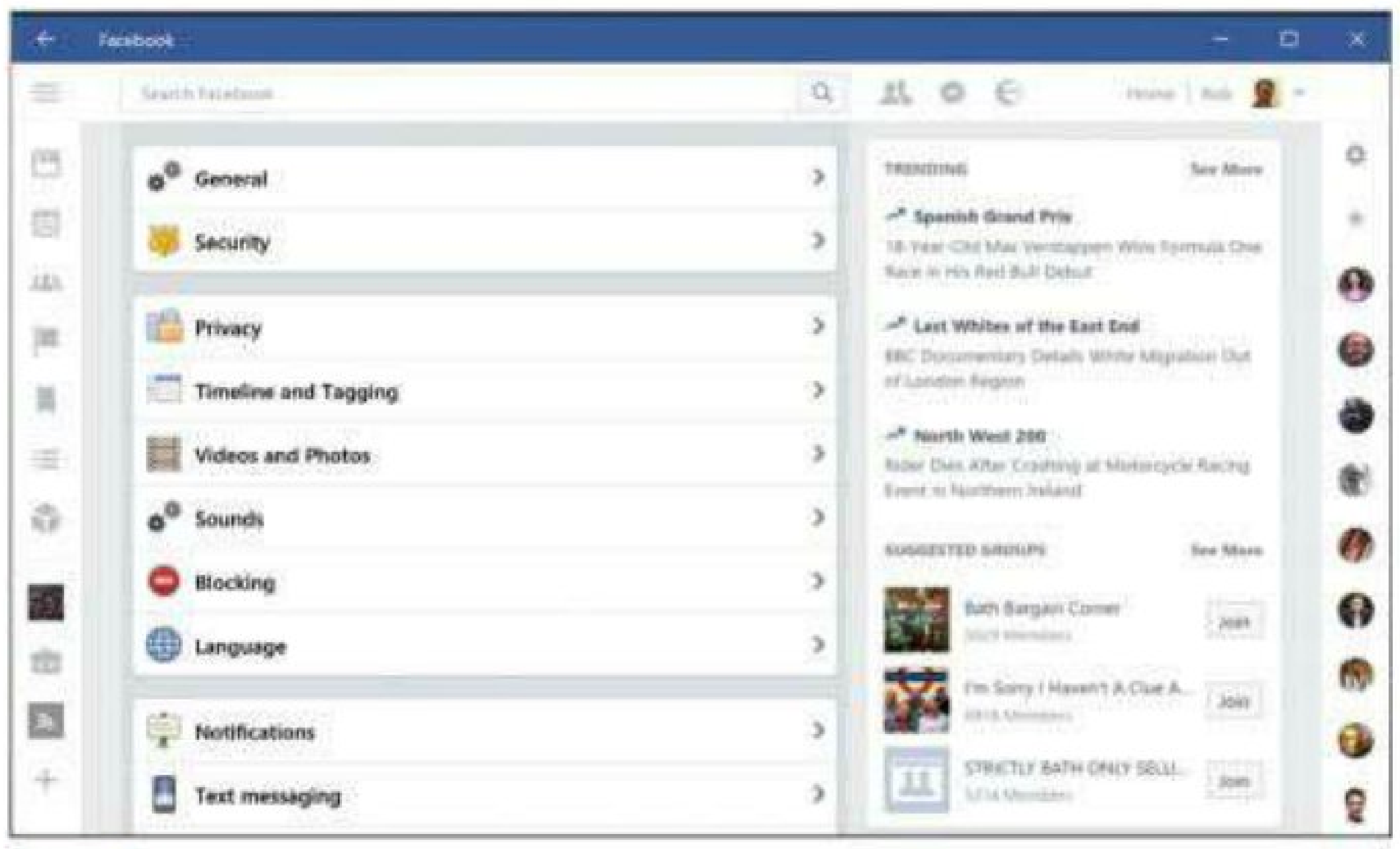
6 Share your views

Excited, enthralled or annoyed by something in the news? Click on the Trending topic located on the right then click 'Share' and add your comment. You can then choose who you want to share your opinion with from the Friends dropdown menu and click 'Post to' add it to your Timeline. If you want to share your post with different people, click 'More Options.'


facebook
Find Games
Home
Top Charts
Casual
Battle
Casino
WORDS with friends
MAY THE BEST FRIEND WIN.
Words With Friends
Top games
See more
Recommended Games

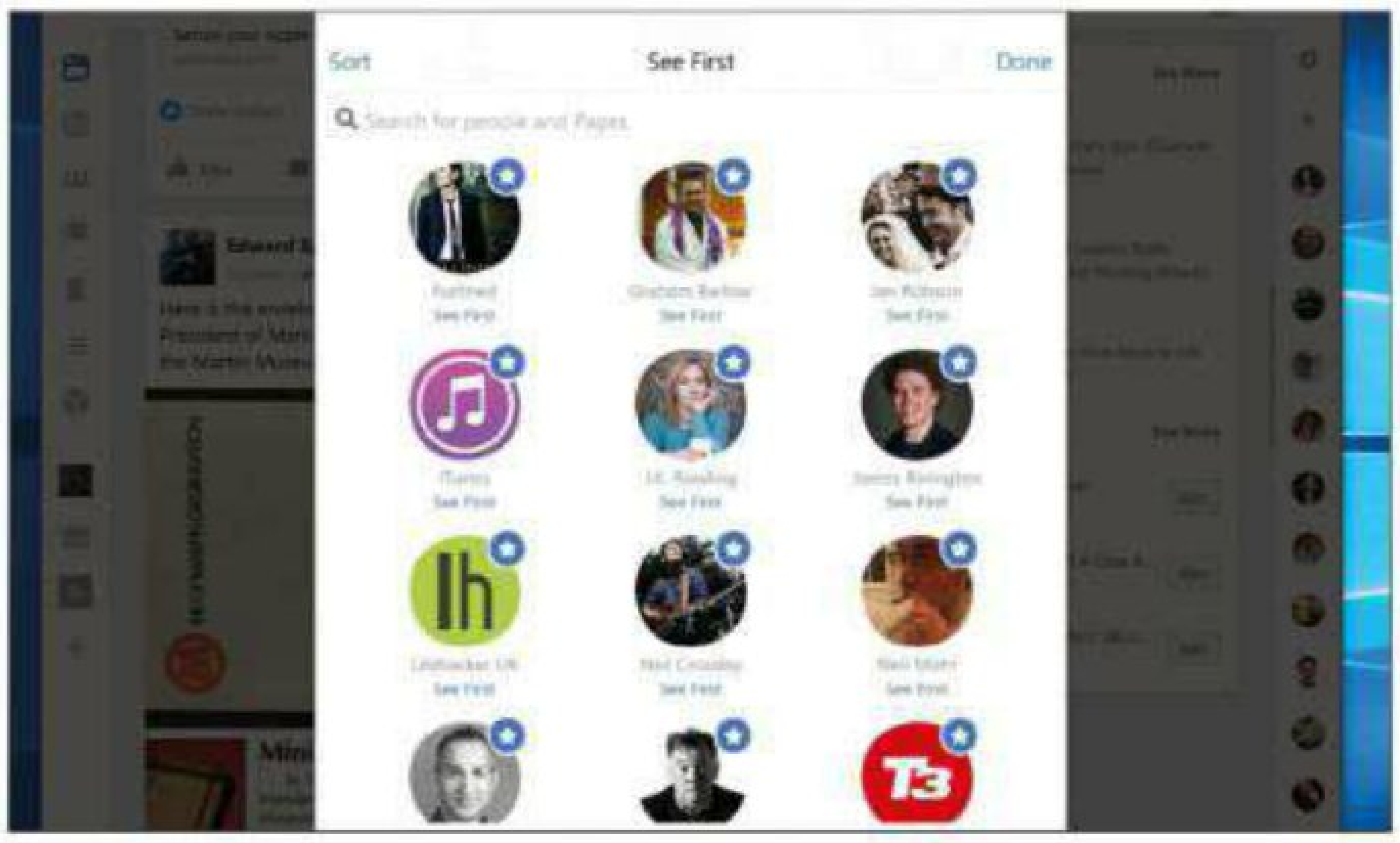
7 Play a game

Although the Facebook app is fairly comprehensive, there are some things you cannot do using the desktop app. Playing Facebook games is one of them. Click the Games tab from the left menu (if you have it available from your list of options) and then you'll be taken to the Facebook website in your favorite browser and given the option to play it there.


Facebook
General
Security
Privacy
Timeline and Tagging
Videos and Photos
Sounds
Blocking
Language
Notifications
Text messaging
TRENDING
Spanish Grand Prix
Last Whites of the East End
North West 200
SUGGESTED GROUPS

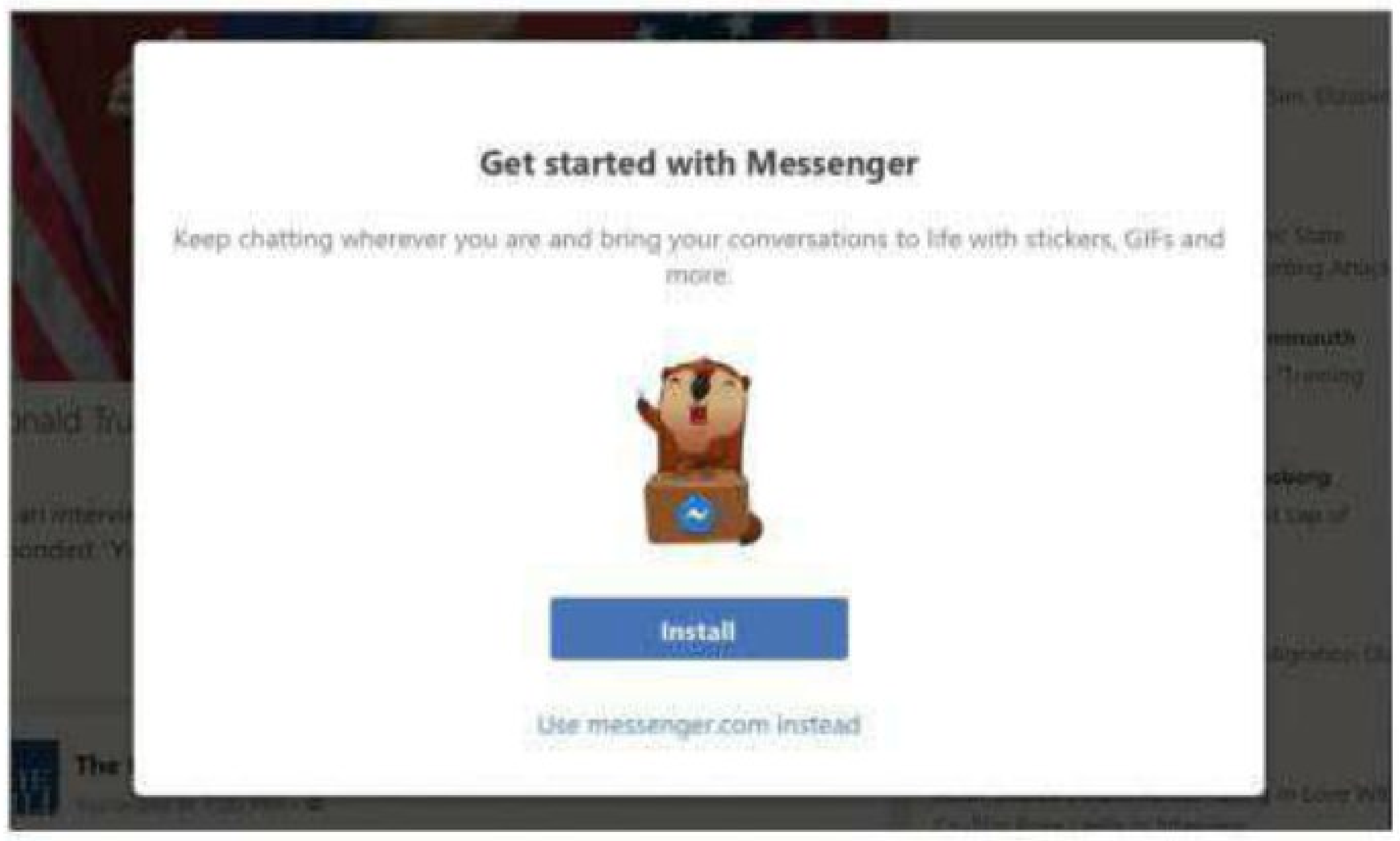
8 Check your privacy

Check and change your default privacy settings from within the Facebook app. To do that select the down arrow to the right of your profile to reveal the Profile menu, then select 'Settings' to show a complete list of options available. Some options – such as 'Privacy Shortcuts' – will send you to your web version of Facebook to make the change.


Sort
See First
Done
Search for people and Pages

9 Select a preference

If you want to customize the way your News Feed looks and whose updates you want to appear most prominently, head to 'Profile > News Feed Preferences'. Select 'Prioritize Who To See First' then click on the image of the feeds you want at the top of your timeline. A white star will appear next to the feeds you have selected. Click 'Done' once you've finished.


Get started with Messenger
Install
Use messenger.com instead

Keep chatting wherever you are and bring your conversations to life with stickers, GIFs and more.

10 Don't miss a thing

If you fancy a live chat, head to the Chat menu on the right and then click on an icon or name to start a chat. A green circle in the corner of their icon shows when friends are online, but there's a catch – the Facebook app will either invite you to install the free Messenger app available from the Microsoft Store or ask you to chat online at messenger.com instead. ■

CRAFT, BUILD, FIGHT AND EXPLORE IN THIS BRAND NEW MINECRAFT SPECIAL!

Packed full of build guides, gameplay advice and tips from your favourite YouTubers, The Ultimate Guide to Minecraft is an essential companion for any Minecraft fan

132 PAGES OF BRAND-NEW MINECRAFT FEATURES
VOL 20 AUGUST 2017
GAMES MASTER PRESENTS
100% UNOFFICIAL!
THE ULTIMATE GUIDE TO
MINECRAFT
PS4 • XBOX ONE • SWITCH • PC • PS3 • 360 • P
EMBARK ON A VOYAGE OF DISCOVERY
FANTASTIC CREATIVE MODS
10 TOP TOOLS FOR BUILDERS
EXCAVATE AN UNDERGROUND LAIR
BUILD A FLYING MACHINE
TRANSFORM A DESERT TEMPLE
MASH-UP MAGIC
GRAB YOUR FRIENDS, IT'S ADVENTURE TIME!
Explore the Land of Ooo with Finn, Jake and the rest of your favourites
FEATURING
WOODLAND MANSIONS
Dare you face the monsters inside?
EXPERT BUILD ADVICE
YouTube star's top tips revealed
HOW TO STAY ALIVE
Don't fall victim to hostile mobs
Future
ON SALE NOW

Future

Ordering is easy. Go online at:

www.myfavouritemagazines.co.uk

Or get it from selected supermarkets & newsagents

DELL

WINDOWS 10 POWER TIPS

IMPROVE

Now it's time to really make Windows 10 more powerful

58 **100 tips & tricks for Windows 10**
Master every aspect of your Windows 10 PC

72 **Customize your new Windows 10 Start menu**
Put exactly what you need at your fingertips

74 **Organize your media**
Improve the way Windows looks after your files

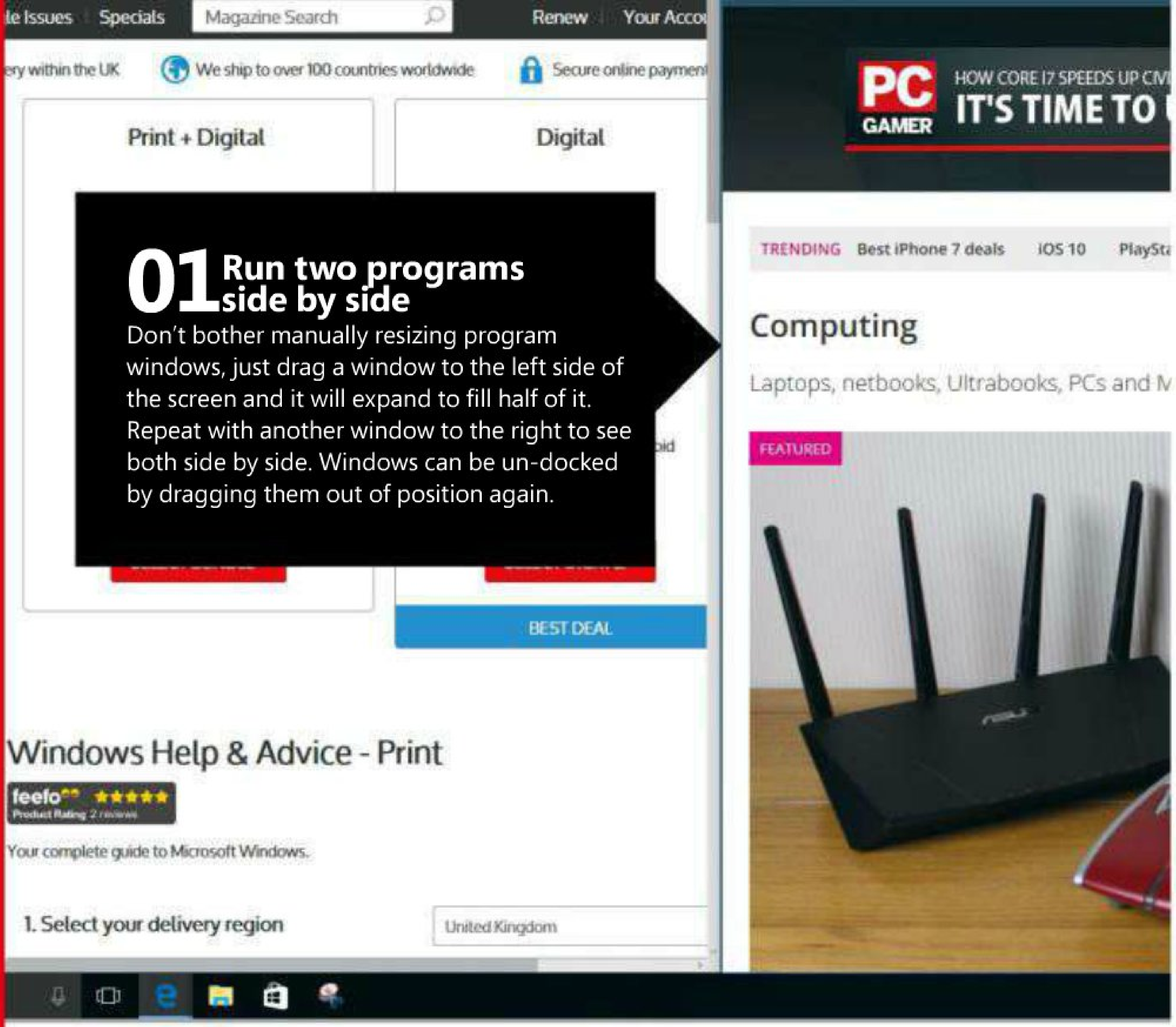
77 **Lock down Windows 10**
Secure Windows the easy way with these tips

100 TIPS & TRICKS WINDOWS 10

We reveal 100 essential hints, tips and secrets for getting more out of Windows 10

Whether you've been using Windows for years or you are a newcomer to the PC, there's always something new to learn – especially as Microsoft puts out frequent, free updates to improve, and occasionally completely change, the way its operating system works. There were plenty of hidden tricks in Windows 10's Anniversary Update in 2016 that will make your day-to-day computing life that bit easier. Some tools and options are easy to discover, but there are numerous other secrets that you can reveal by scratching beneath the surface of your PC.

Over the coming pages, we'll share some of the best Windows advice, including simple hints such as manipulating your Taskbar items, or locking your computer, to more complex tasks such as clearing storage space or creating an emergency boot disk. These tips are written for the latest release of Windows 10, but many of them will work with earlier versions too.


Issues
Specials
Magazine Search
Renew
Your Acco
ery within the UK
We ship to over 100 countries worldwide
Secure online payment
Print + Digital
Digital
BEST DEAL
Windows Help & Advice - Print
feefo
Your complete guide to Microsoft Windows.
1. Select your delivery region
United Kingdom
PC GAMER
HOW CORE I7 SPEEDS UP CIV
IT'S TIME TO
TRENDING Best iPhone 7 deals iOS 10 PlaySta
Computing
Laptops, netbooks, Ultrabooks, PCs and M
FEATURED

01 Run two programs side by side

Don't bother manually resizing program windows, just drag a window to the left side of the screen and it will expand to fill half of it. Repeat with another window to the right to see both side by side. Windows can be un-docked by dragging them out of position again.

02 Use pinned folders for really fast access

If you use the same folders often, pinned folders come in handy. To pin a folder to Windows Explorer's jump list, open File Explorer, then drag a folder into the Quick Access list – not only will it be visible from here, when you right-click the File Explorer Taskbar icon you'll find the pinned folder is there too.

03 Launch a new program window

When a program is running and you click its Taskbar icon you'll switch to that app. If you'd prefer to launch a new window, just hold the [Shift] key as you click the icon.

04 Activate Dark Mode

If you're a night owl or someone for whom a bright screen puts unnecessary strain on your eyes, press [Win]+[I] to open 'Settings', then head to 'Personalization > Colors > App Mode' and select 'Dark' to switch Windows' colors to darker hues.

05 Preview program Windows

With more than one instance of a program running you may not be able to tell which one you want to switch to next. To make things a little easier, hover the mouse over a program's Taskbar button to display a preview of any currently running program. Move the mouse over one of the previews and you'll be able to peek at a full-screen preview, then click to switch.

06 Lock with a key press

Stepping away from your computer for a few minutes? Keep it safe by pressing [Win]+[L] to lock it. It's that simple!

07 Scroll inactive windows

Windows 10 makes it possible to scroll windows that aren't active – just roll your mouse over the window, then use your wheel to scroll without clicking to select the window. Switch this feature off via 'Settings > Devices > Mouse & touchpad' if it annoys you.

08 Compatibility mode

Some older software programs that you rely on may not work as you expect under Windows 10. Try right-clicking the shortcut of a troublesome program, select 'Properties > Compatibility' tab. Tick the box in the 'Compatibility Mode' section and select the version of Windows it worked with – this setting may get it up and running.

09 Taskbar buttons on your terms

Windows saves space by combining windows from the same app into one Taskbar icon. Prefer to see each window individually? Right-click the Taskbar, select 'Properties' and use the 'Taskbar buttons' drop-down menu to choose between the 'Always combine, hide labels' and 'Never combine' options.

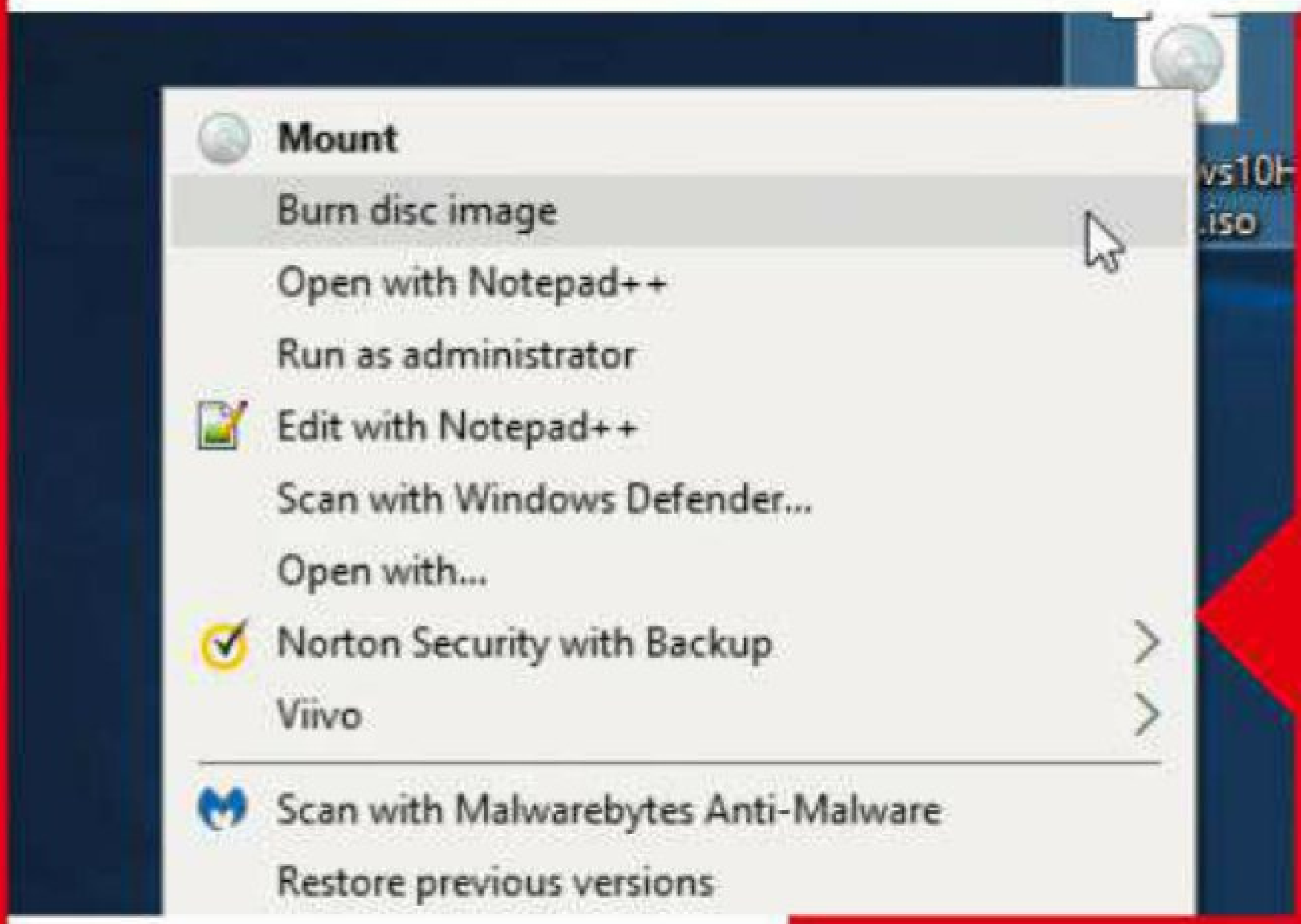
10 Calculate and convert

The calculator is capable of much more than adding and subtracting – click the menu button and you'll find scientific and programer options, a date calculator and various unit conversions too.

11 Change window sizes with a shortcut

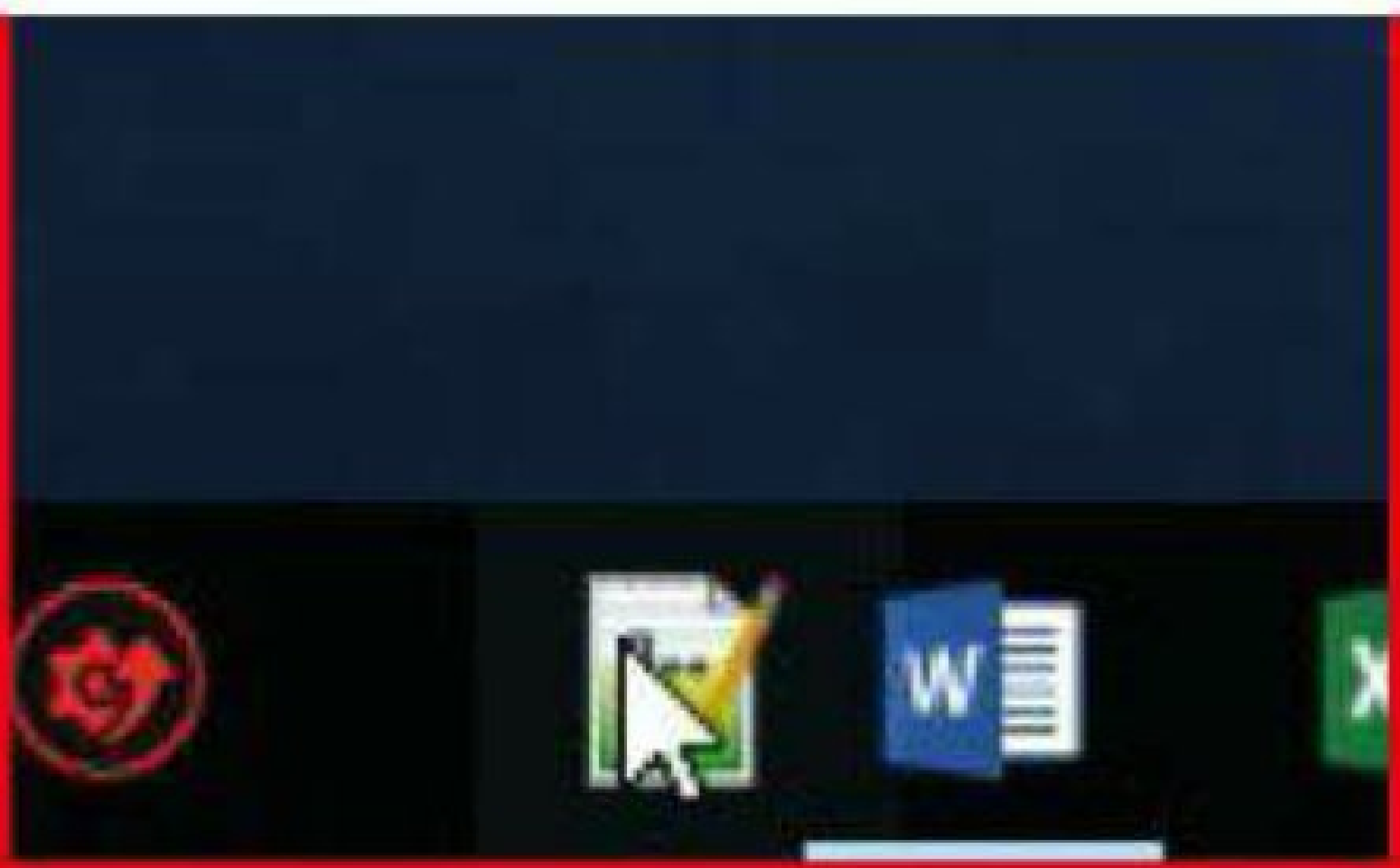
There are lots of ways you can change the size and position of an open window. Hold [Win] and press the up arrow to maximize a window or the down arrow to minimize it.

You can also use [Win] in conjunction with the left and right arrow keys to snap the currently


Mount
Burn disc image
Open with Notepad++
Run as administrator
Edit with Notepad++
Scan with Windows Defender...
Open with...
Norton Security with Backup
Viivo
Scan with Malwarebytes Anti-Malware
Restore previous versions
ws10H
.iso

22 Burn ISO disk images

Just right-click an ISO file on your machine and select the 'Burn disk image' option. Select the disk burner you'd like to use, insert a blank disk and click the 'Burn' button.



23 Re-order the Taskbar

Inject some order into the Taskbar by moving taskbar icons. Just click and drag one to its new place – you'll see the other icons move to make way.

selected window to the left or right-hand side of the screen. Quickly tidy things up by pressing [Win]+[Home] to minimize everything except the current window, too.

12 Make a bigger Start

By switching on 'Show more tiles' within the Start pane of the Taskbar screen in 'Settings', it's now possible to maximize the Start menu to squeeze in more Live Tiles. Additionally, Live Tiles now take you directly to the content that is being displayed in the tiles – rather than the app's 'home' screen.

13 Quickly rearrange the notification area

If you don't like how icons are ordered in the notification area of the Taskbar, they can be simply dragged and dropped into new positions. Perfect for tailoring the Taskbar to suit your needs.

14 Free up disk space

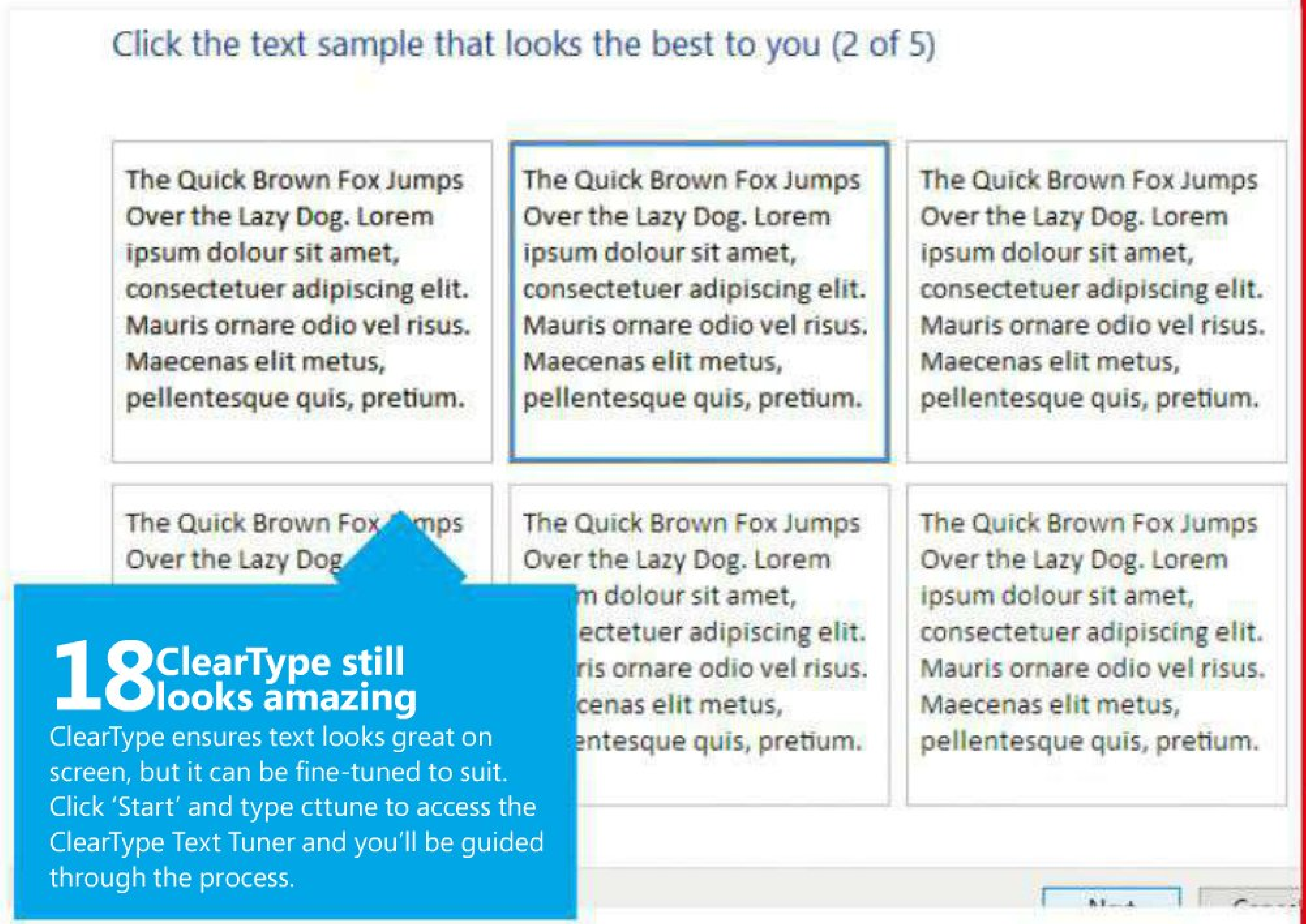
To keep your hard drive running well, it's a good idea to clear out the clutter. Type cleanmgr into the Search bar to quickly launch Windows' own Disk Cleanup tool or download CCleaner from piriform.com for a more powerful cleaning app.

15 Minimize all windows at once

To quickly minimize all of your open programs and windows, press the [Win]+[M] key combo at the same time. Alternatively, grab a window with your mouse and shake it. This gesture will minimize all other windows, but leave the shaken one alone.

16 Preview your fonts

Open the 'Fonts' folder from the Control Panel and you can preview the fonts you have installed without even having to open anything. Any you don't need can be hidden or deleted – we recommend backing these up first by copying them to another folder.



Click the text sample that looks the best to you (2 of 5)

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolour sit amet, consectetuer adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolour sit amet, consectetuer adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolour sit amet, consectetuer adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem m dolour sit amet, ectetuer adipiscing elit. ris ornare odio vel risus. cenas elit metus, entesque quis, pretium.

The Quick Brown Fox Jumps Over the Lazy Dog. Lorem ipsum dolour sit amet, consectetuer adipiscing elit. Mauris ornare odio vel risus. Maecenas elit metus, pellentesque quis, pretium.

18 ClearType still looks amazing

ClearType ensures text looks great on screen, but it can be fine-tuned to suit. Click 'Start' and type cttune to access the ClearType Text Tuner and you'll be guided through the process.

17 Select files more easily

When you need to select multiple files, it can be quicker and easier if you use check boxes. Open File Explorer and switch to the 'View' tab. Tick the 'Item check boxes' box and when you roll your mouse over a folder or file you'll see a check box appear – tick this to select the file, then repeat for all the others you wish to select.

19 Edge extensions

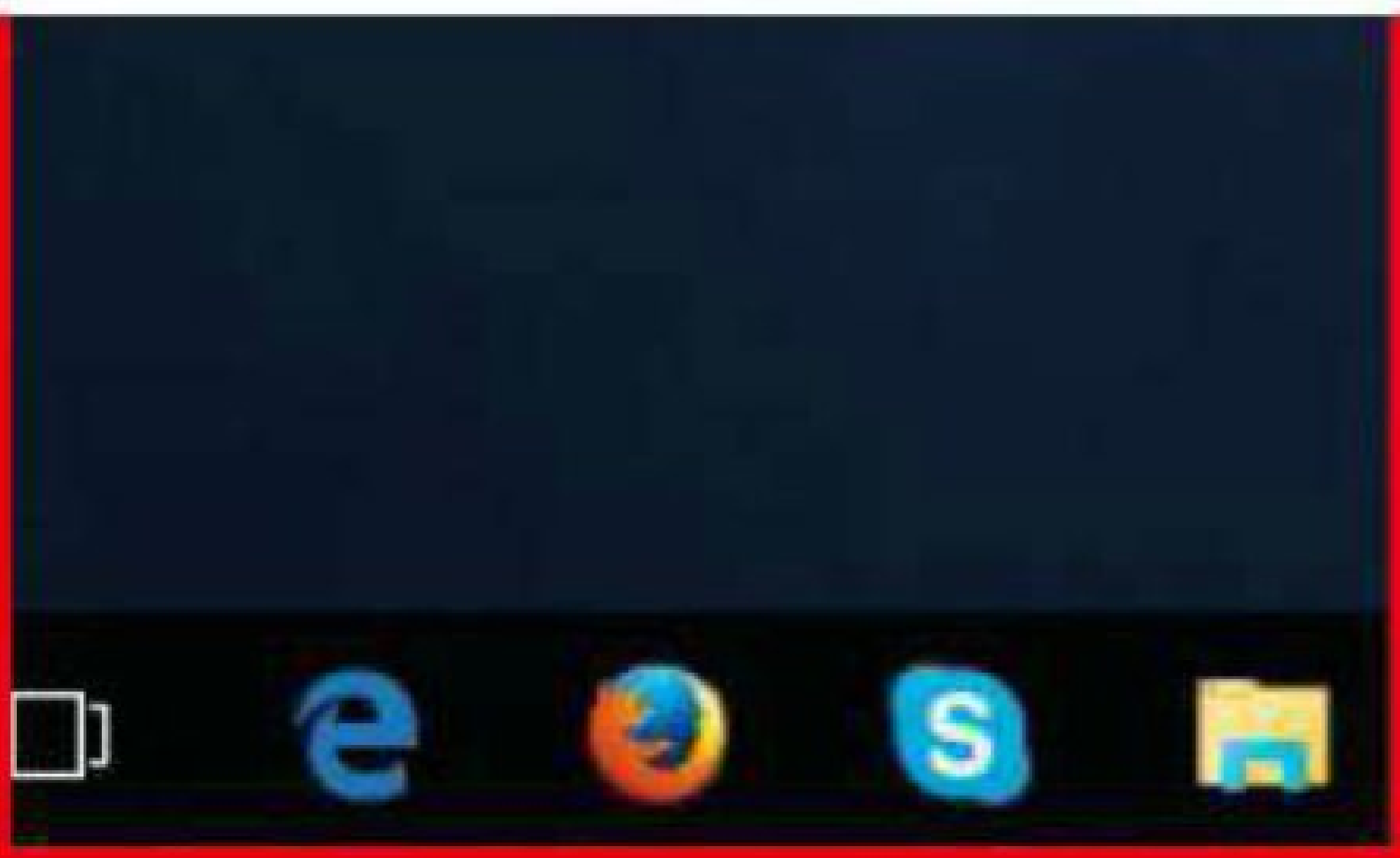
Edge has finally caught up with just about every other browser out there by introducing extensions, which add to its functionality and let you use the web more efficiently. You'll find the usual suspects from competing browsers have already jumped on board – including the likes of AdBlock and Save to Pocket – in addition other entries such as OneNote Web Clipper.

20 Avoid the Registry

Want to tweak Windows settings without getting your hands dirty? Download and run Ultimate Windows Tweaker 4 from bit.ly/uwt-win10 where you'll find loads of handy tweaks and customization settings that require a single click to apply. Set a Restore Point before you begin.

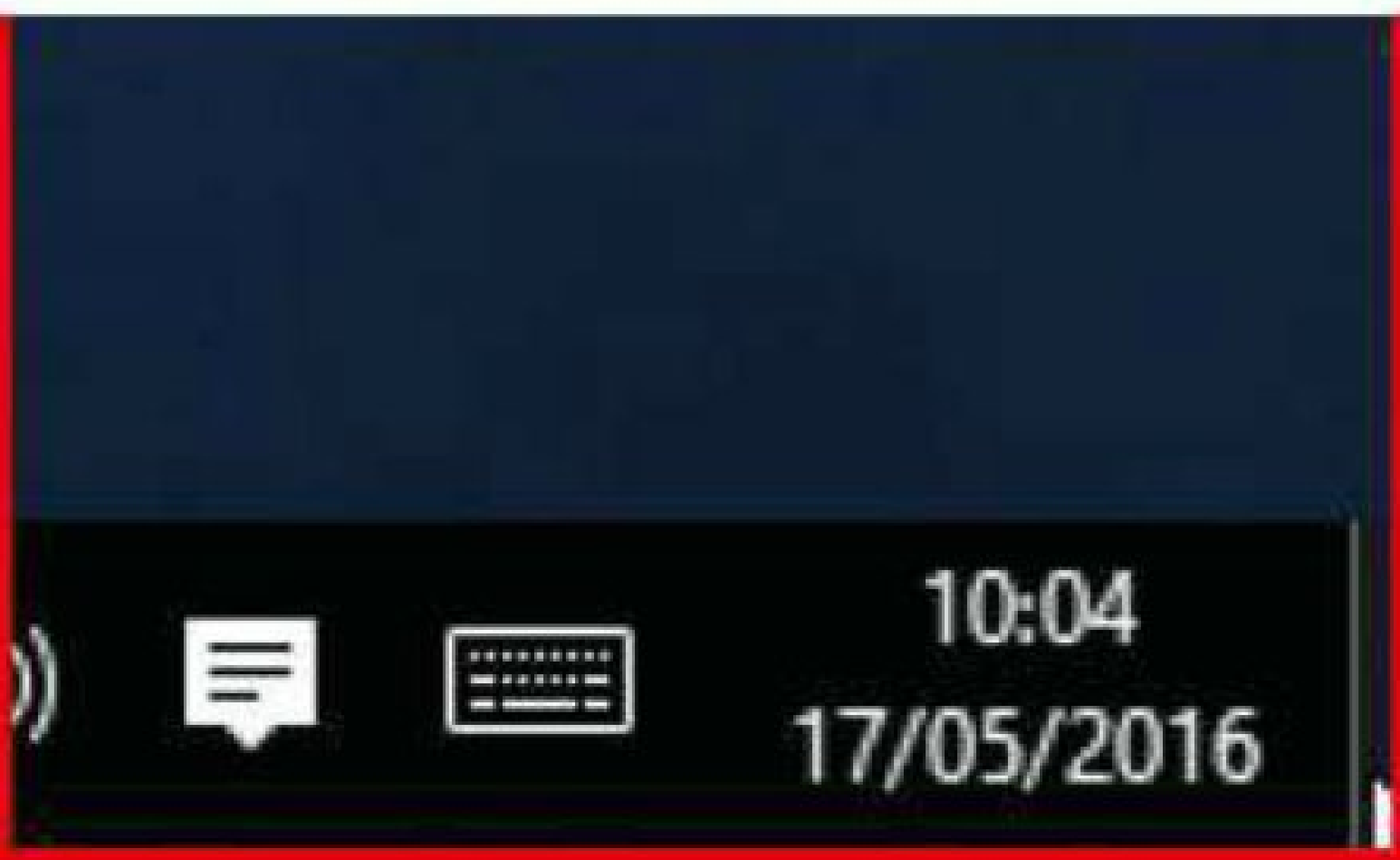
21 Give network locations their own drive letter

If you have a frequently accessed network folder, why not assign it a drive letter? Navigate to the network location in Explorer, right-click it and select 'Map network drive' and then choose your new drive letter.



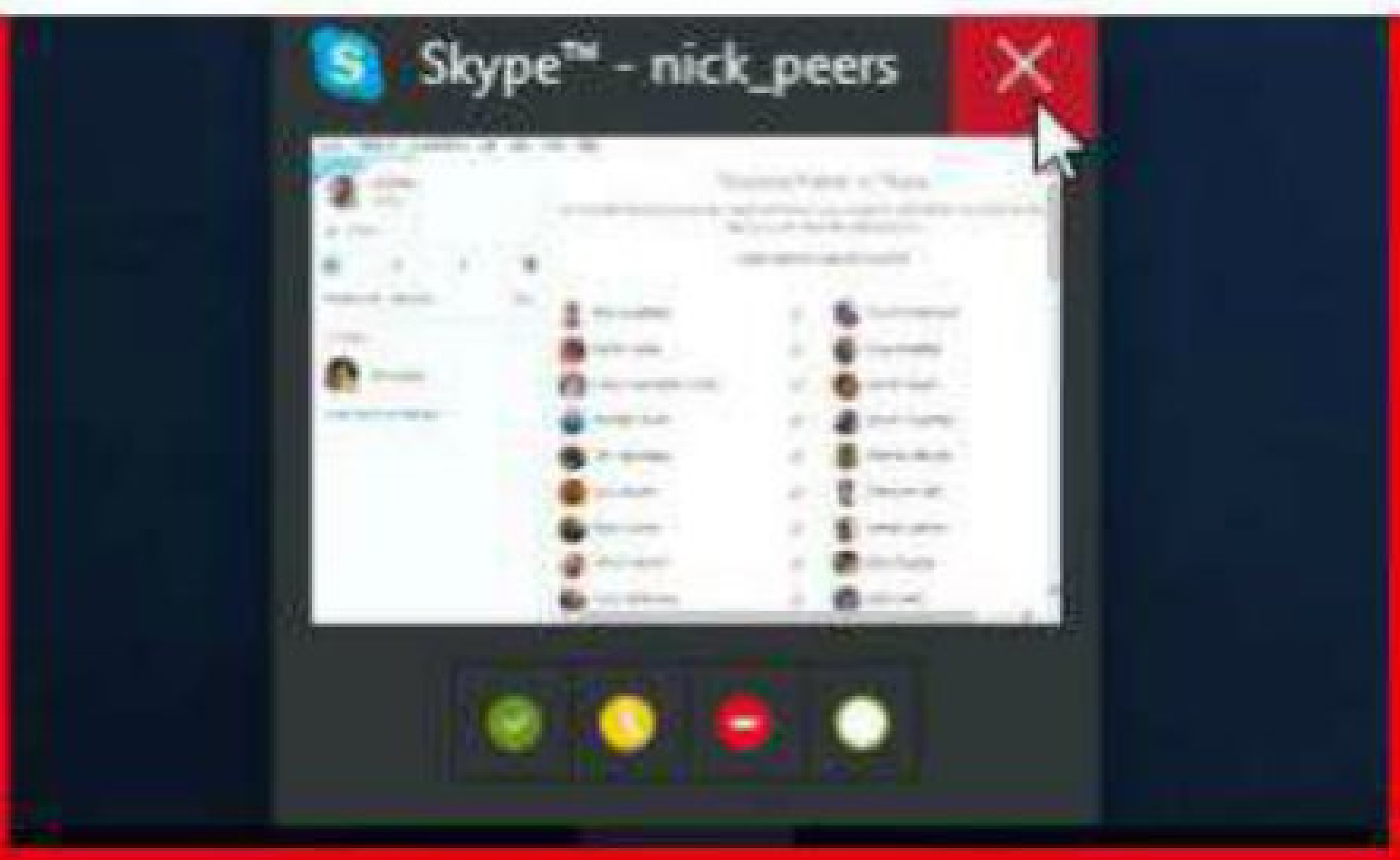
24 Quickly launch Taskbar apps

You don't need to use the mouse to launch programs that have shortcuts in the Taskbar. Press [Win]+[1] to launch the first icon on the Taskbar, and so on.



25 Quickly check the desktop

No need to minimize all your open windows to view the desktop – just move the mouse to the lower right-hand corner of the screen and they'll temporarily vanish!



26 Close apps without switching to them

Just hover the mouse cursor over a Taskbar button and click the red cross located on the upper-right of a preview to close it completely. Simple!

27 Quick and easy command prompt

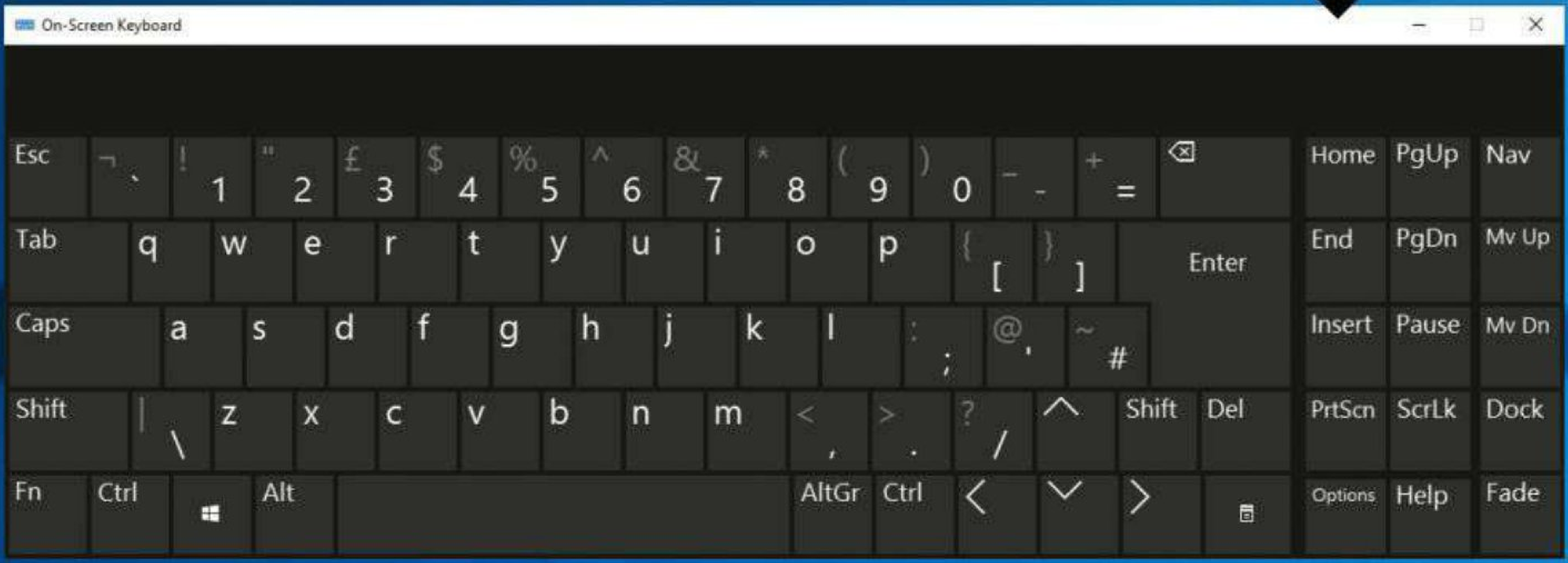
Hold [Shift] while right-clicking a folder and you'll reveal the previously hidden 'Open command window here' option. This option will take you to that location on your machine in the command prompt window.

28 Show all your drives

If you'd like to see all drive letters at all times, including those with no media in them, click Options under the File Explorer ribbon's View tab. Select this dialogue's View tab, untick the box labeled 'Hide empty drives' and then click OK. You'll now see all your PC's drives.

29 On-screen keyboard

If you're having trouble with your keyboard and need to buy a new one, there's a clever on-screen one you can use in the meantime. Type the command 'osk' into the Cortana Search bar and press [Enter] to bring it up.


On-Screen Keyboard
Esc ¬ ` ! 1 " 2 £ 3 $ 4 % 5 ^ 6 & 7 * 8 (9) 0 _ - + =
Tab q w e r t y u i o p { [}] Enter
Caps a s d f g h j k l : ; @ ' ~ #
Shift | \ z x c v b n m < , > . ? / Shift Del
Fn Ctrl Alt AltGr Ctrl
Home PgUp Nav
End PgDn Mv Up
Insert Pause Mv Dn
PrtScn ScrLk Dock
Options Help Fade

30 View clocks from other time zones

The Taskbar shows you the current time, and it can also be used to check the time in up to two other countries. Go to 'Date and time settings' in Settings. Scroll down and click 'Add clocks for different time zones'. Tick 'Show this clock' and use the drop-down menu to configure it.

31 Take control of UAC

User Account Control is a great, and very long-standing Windows security feature, and you can adjust just how sensitive it is to suit your preferences. Simply click the Start button, type 'uac' and press [Enter]. You can then use the slider to choose when warnings should appear on your Windows 10 desktop.

32 Personalized display calibration

Of course it's not just text that gets displayed – there are plenty of images too. If you like to be in complete control over how your display is calibrated, type 'dccw' into the Search bar to access the Display Color Calibration Wizard. To proceed, click Next and the wizard will help you to choose the best display settings.

33 Restore classic looks

If you don't like the way items are displayed in the Notification area of the Taskbar (battery, time and date display, and volume control – we're looking at you) then you can restore the old look. Fire up Ultimate Windows Tweaker. Go to 'Customization > Windows 10' tab where you'll find the options.

34 Cycling backwards

The Classic task switcher ([Alt]+[Tab]) still remains – tap it to cycle forwards through the list of windows. Hold [Shift] as well as [Alt] and [Tab], and you can cycle backwards too.

35 Disable hibernation, free up space

Windows' hibernation file takes up a lot of space, particularly on machines with lots of RAM. Disable it to recover the space by right-clicking the 'Start' button and choosing 'Command Prompt (Admin)'. Type powercfg -h off and hit [Enter].

36 Run as administrator

You can run any program in the Taskbar in the role of an administrator by simply holding down the keys [Ctrl]+[Shift] at the same time.

37 Cycle through a single app

We all know that [Alt]+[Tab] is a handy shortcut for cycling through programs. If you want to cycle through just one program's open documents or windows, hold down the [Ctrl] button and click its Taskbar icon until you access the window you're looking for.

38 Open Explorer at This PC

Open File Explorer and it'll default to the Quick Access folder. If you'd rather it went to your drives instead, select 'Options' under the 'View' tab and choose 'This PC' from the window .

39 Control AutoPlay

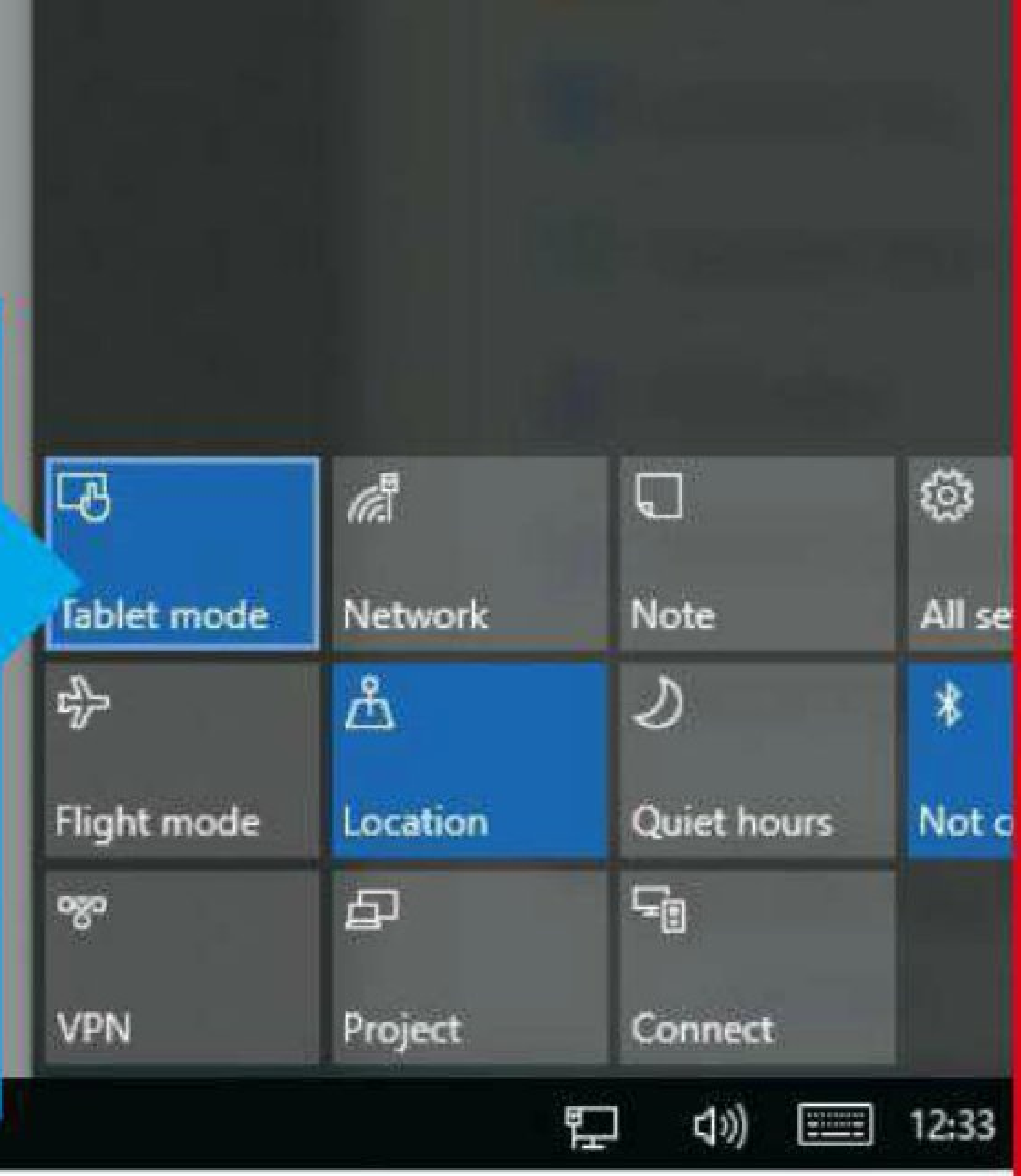
Click 'Start > Settings > Devices > AutoPlay' and you can take control of what happens when you insert a disk or plug in an external drive. You can opt to disable AutoPlay completely as well.

40 Leave a note

There's no need to clutter your desk with paper notes and reminders – you can leave electronic reminders on your desktop, instead. To do this, launch the Sticky Notes tool from the Start menu and create notes as and when you might need them. You can even right-click notes to customise their color.

41 Fine-tune your hybrid tablet/PC

If you've bought a two-in-one tablet/laptop device and you're frustrated by Windows switching automatically between tablet and laptop mode when you undock your keyboard, simply open Notification Center and tap 'Tablet Mode' to switch manually. Click 'Start > Settings' and browse to 'System > Tablet mode' to tweak related settings, such as leaving the Taskbar on-screen at all times, even in Tablet mode.


Tablet mode
Network
Note
All se
Flight mode
Location
Quiet hours
Not c
VPN
Project
Connect
12:33

42 Activate windows without clicking

Want to bring your windows into focus simply by rolling the mouse over them? Type ease of access into the Search bar, then choose 'Ease of Access Center'. Click the link labeled 'Make the mouse easier to use' and then select the option labeled 'Activate a window by hovering over it with the mouse' in the 'Make it easier to manage windows' section.

43 Gain more desktop space

The Taskbar is useful, but you may not need it on display at all times. To maximize the size of your desktop, right click an empty section of the Taskbar and select 'Properties'. On the Taskbar tab, tick the box labeled 'Auto-hide the Taskbar' and click 'OK.' The Taskbar will disappear until you move your mouse to the very bottom of the screen – it will then slide into view.

44 Move windows between your monitors

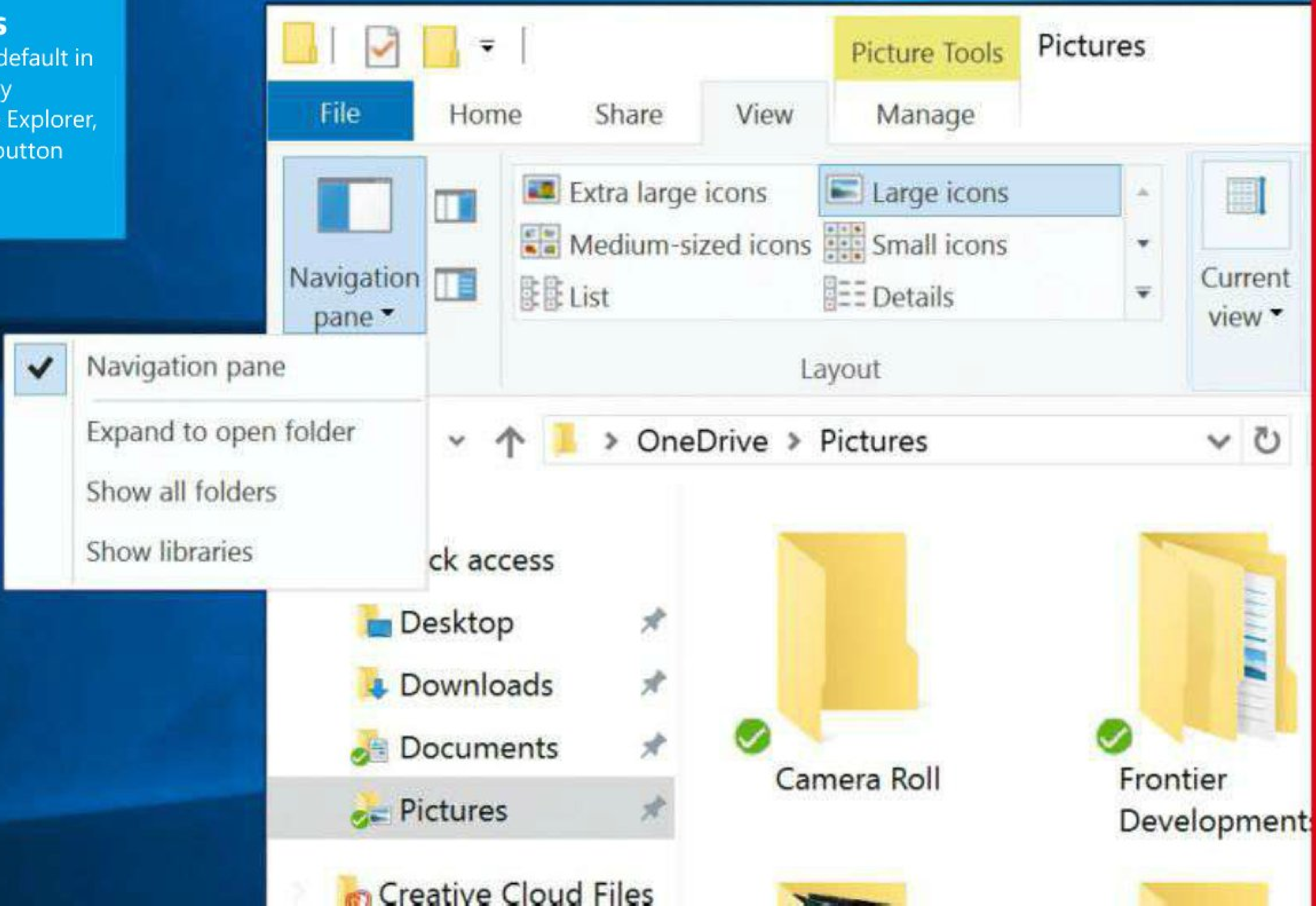
If you've got more than one monitor connected to your computer, you can avoid having to drag and drop windows between screens by simply pressing the keyboard combo [Win]+[Shift] along with the left or right arrow keys.

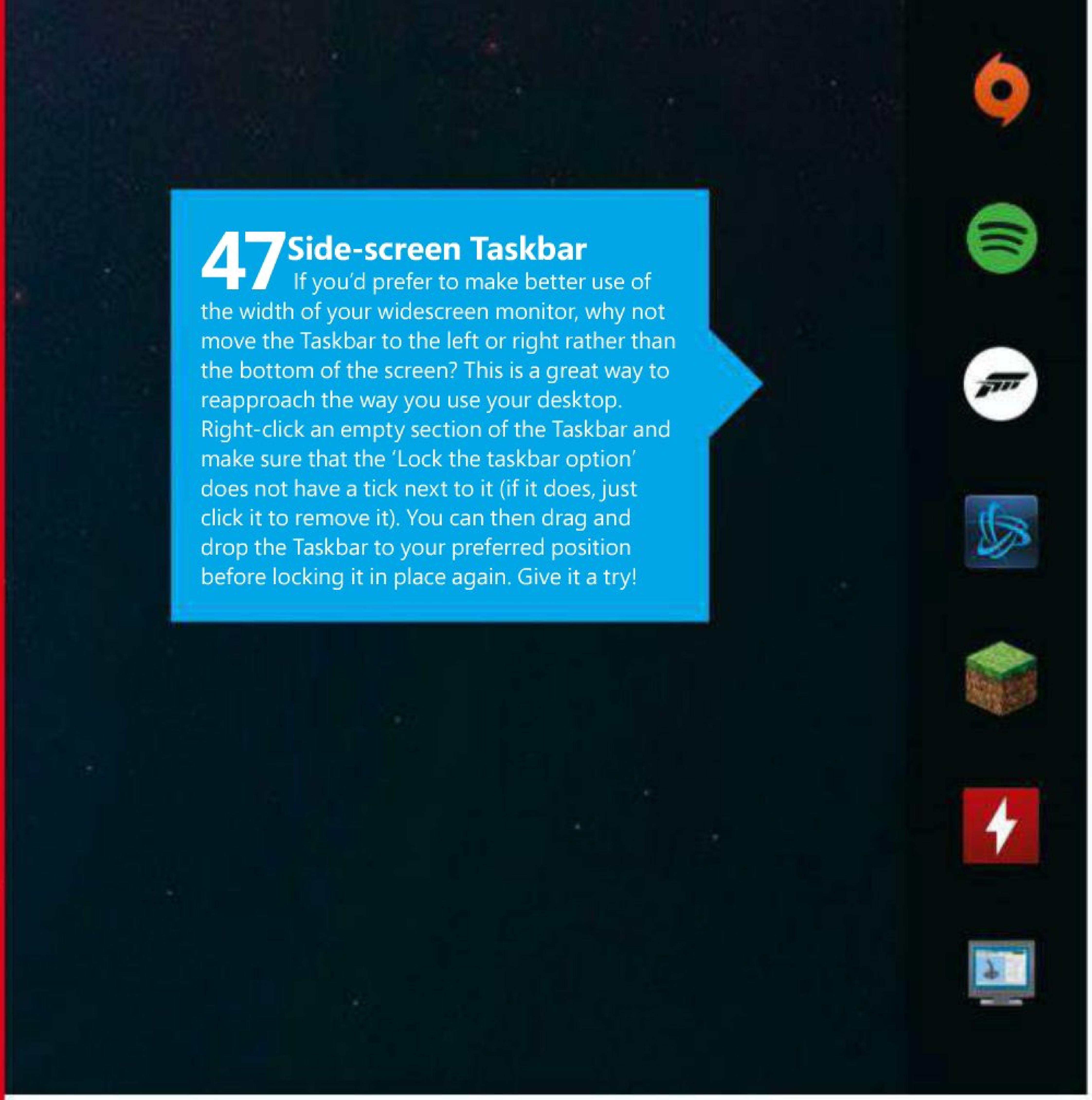
45 Task switching and virtual desktops

Windows 10 introduces a brand new Task Switcher – press [Win]+[Tab] keys together and you'll see all open windows shrink to fit on-screen. Either click one to switch to it, or drag it to Desktop 2 at the bottom of the screen to transfer it to another (virtual) desktop. You can organize your windows over multiple desktops (click '+' to create new ones) by dragging them to the desired desktop. Hold [Ctrl]+[Win] and hit the left and right arrow keys to move between your desktops.

46 Restore libraries

Libraries are hidden by default in Windows 10 – bring them back by switching to the 'View' tab of File Explorer, then click the 'Navigation pane' button and pick 'Show libraries'.


Picture Tools
Pictures
File
Home
Share
View
Manage
Navigation pane
Extra large icons
Large icons
Medium-sized icons
Small icons
List
Details
Layout
Current view
Navigation pane
Expand to open folder
Show all folders
Show libraries
OneDrive > Pictures
ck access
Desktop
Downloads
Documents
Pictures
Creative Cloud Files
Camera Roll
Frontier Development



47 Side-screen Taskbar

If you'd prefer to make better use of the width of your widescreen monitor, why not move the Taskbar to the left or right rather than the bottom of the screen? This is a great way to reapproach the way you use your desktop. Right-click an empty section of the Taskbar and make sure that the 'Lock the taskbar option' does not have a tick next to it (if it does, just click it to remove it). You can then drag and drop the Taskbar to your preferred position before locking it in place again. Give it a try!

48 Get more from your large monitor

Massive monitors with super-high resolutions can make on-screen text too small to read easily. Adjust this via 'Start > Settings > System > Display' – use the 'Change the size of text, apps and other items' slider to push things up. Click 'Advanced Settings' to access another dialogue box from where you can control specific items.

49 Send To more places

The Send To section of the context menu is very useful. If you hold down [Shift] while right-clicking a file or folder, you'll see an expanded list of options in the sub-menu that then appears. To delete or add locations for the Send To menu just hit [Win]+[R] and type: shell:sendto and then hit [Enter]

50 Record your problems

There may be times when you run into a problem with your computer and you don't know how to remedy it. It can be difficult to explain what's going wrong to someone else, and this is where Problem Steps Recorder can help – it makes it possible to record what happens on screen and send it to someone who might be able to help. Typr psr into the Search bar and choose 'Steps Recorder'. Click the 'Start Record' button and use your computer until the problem you have been experiencing occurs again. Click 'Stop Record' before saving and emailing the file.

51 See how your PC is being used

Windows 10's Resource Monitor enables you to see how your processor, memory and hard drive are being used. Press [Win]+[R] type resmon and press [Enter]. The graphs reveal how individual programs and processes are making use of your computer's hardware.

52 Create your own shortcuts

Create your own custom keyboard shortcuts to launch your favorite programs. Right-click a program shortcut and pick 'Properties > Shortcut tab', select the 'Shortcut key' field and press the keyboard combo you'd like to use before clicking the 'OK' button.

53 Repair a problematic PC

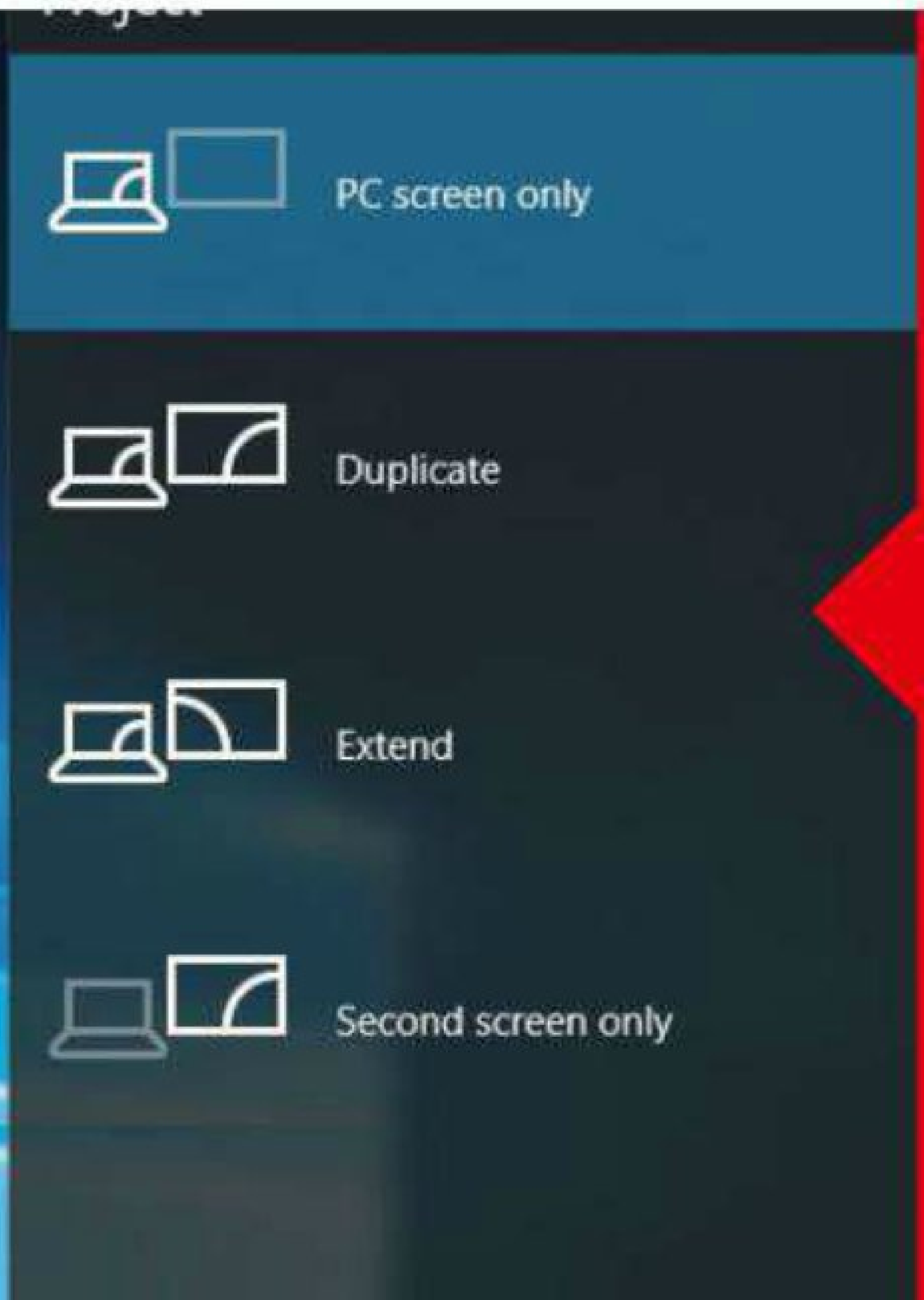
Problems can arise from time to time and you may wish to reboot into one of Windows' troubleshooting modes. To do this manually, hold [Shift] as you click 'Start > Power > Restart' to boot into the Advanced Start-up screen. You'll find a number of options here – to get into Safe mode, for example, select 'Troubleshoot > Advanced Options > Start-up Settings > Restart', then select your chosen mode – '4' for Safe mode on its own, or '5' for Safe mode with internet access – to boot into it.

54 Pin Edge tabs

One of Edge's simple yet really smart features is 'pinning' tabs to save space on the tabs bar. Right click an open tab and select 'Pin' to do it, and repeat the action (selecting 'unpin') to expand the tab again.

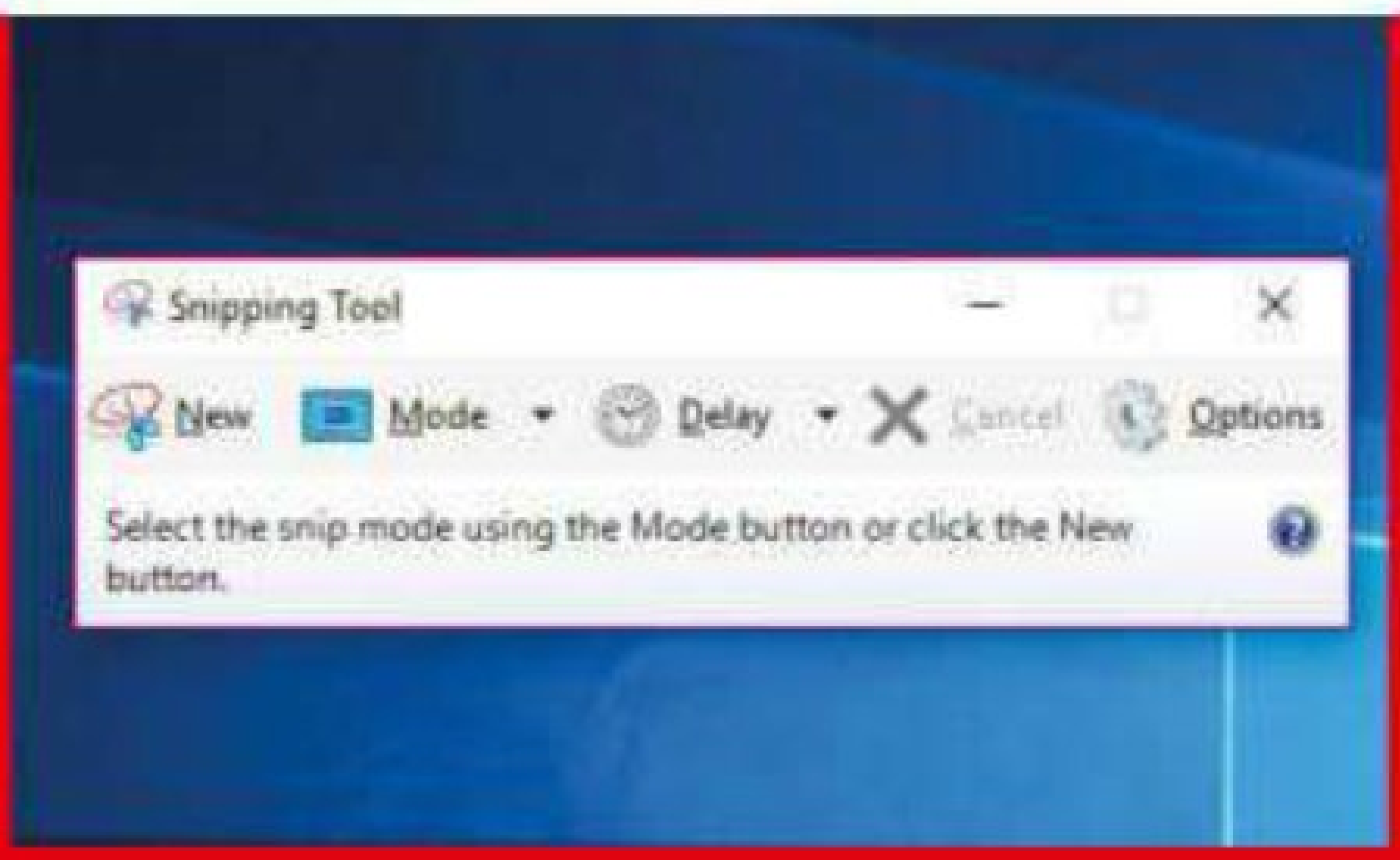
55 Save Office files in WordPad

It might seem like a rather simple tool at first glance, but the WordPad program has more capabilities than you might think. If you click the 'File' option, followed by 'Save As', you'll find that you're able to save in the DOCX format without additional software.



58 Project your desktop

Built-in support for projectors makes connecting your laptop to a projector simple. Simply open Notifications, click 'Expand' near the bottom, then select 'Project'.



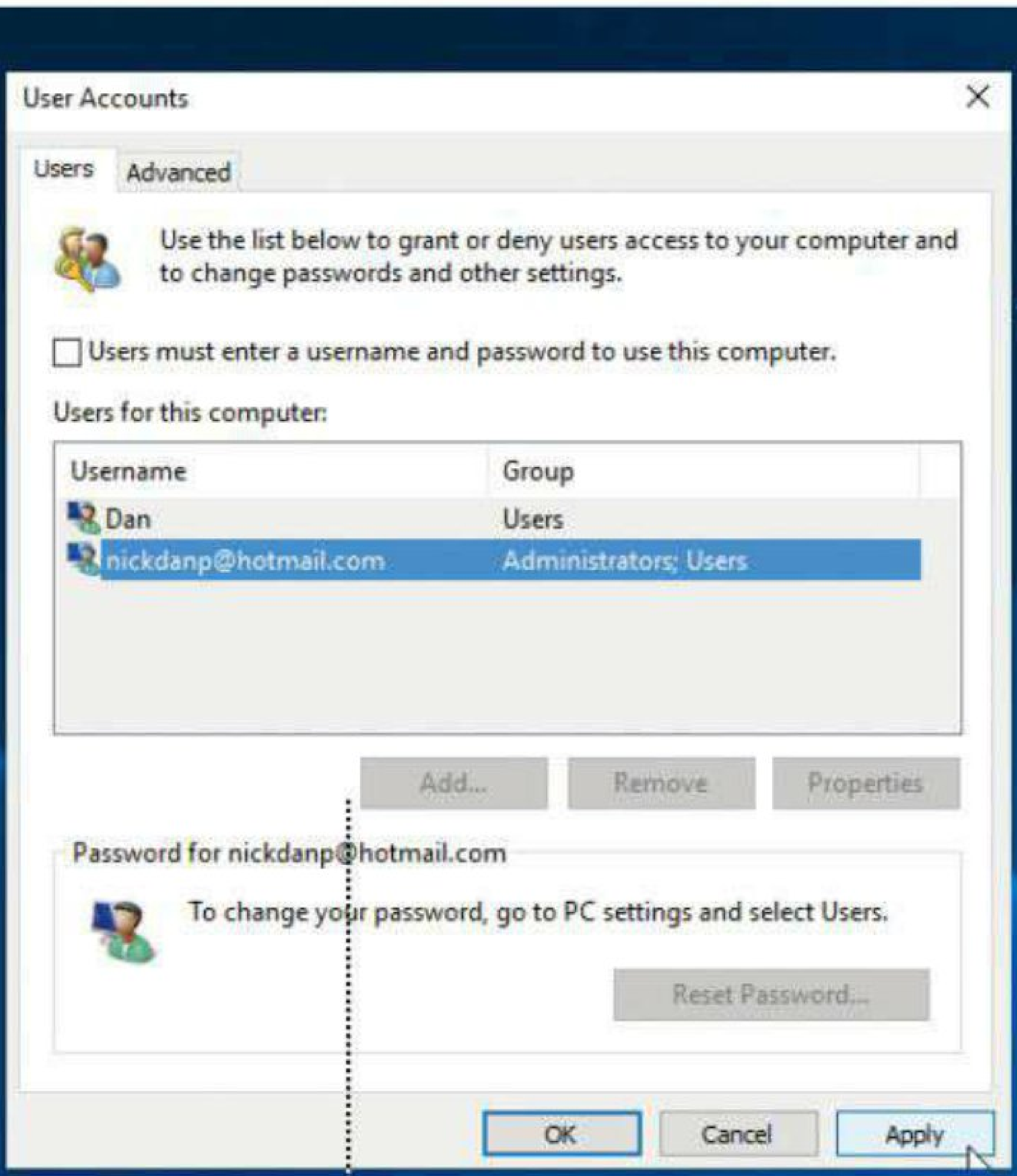
Select the snip mode using the Mode button or click the New button.

59 Take screenshots

The Snipping Tool is the perfect way to capture an image of what's happening on your desktop – handy for screenshots and troubleshooting.

56 Log on automatically

Get to work faster. Press [Win]+[R], type netplwiz and press [Enter]. Untick the box labeled 'Users must enter a user name and password to use this computer', select your account before clicking 'Apply' and entering your password when prompted. Click 'OK' and you're done!



User Accounts

Use the list below to grant or deny users access to your computer and to change passwords and other settings.

☐ Users must enter a username and password to use this computer.

Users for this computer:

Username	Group
Dan	Users
nickdanp@hotmail.com	Administrators; Users

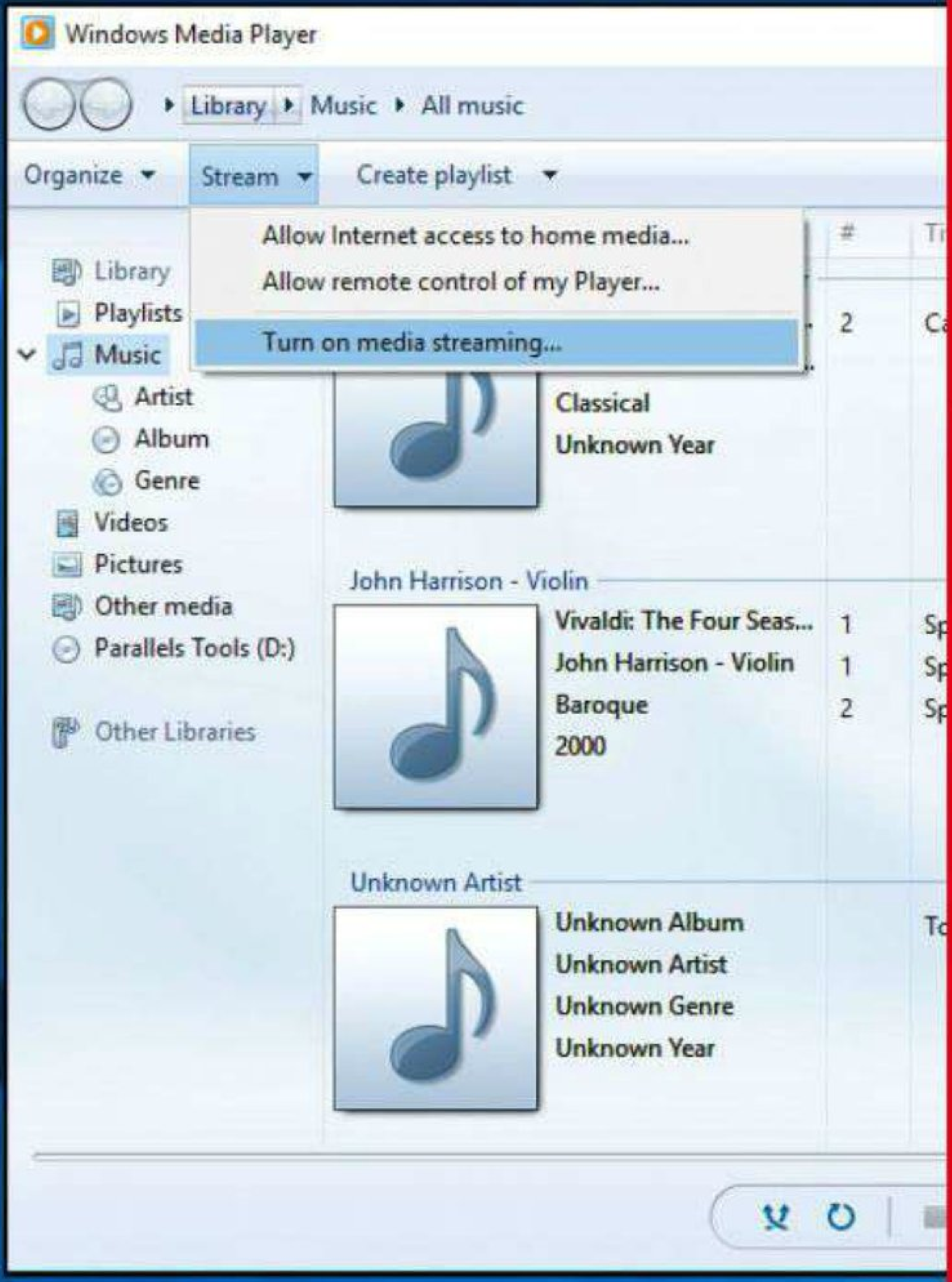
Password for nickdanp@hotmail.com

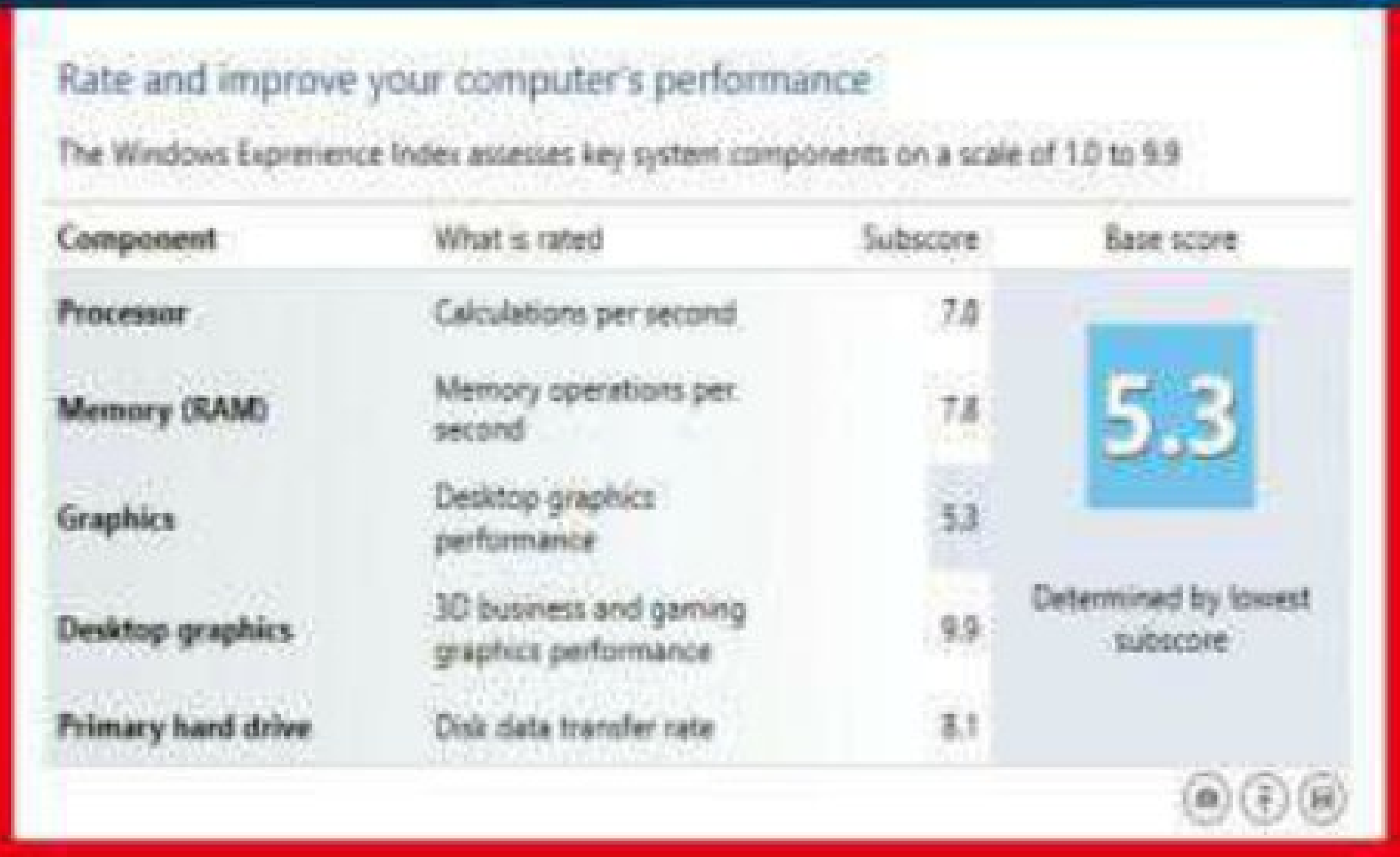
To change your password, go to PC settings and select Users.

Users
Advanced
Add...
Remove
Properties
Reset Password...
OK
Cancel
Apply

57 Play music on another computer

Windows Media Player can be used to play local or network music files, but you can also push music to play on another computer as well. You need to set this up in advance, so launch Windows Media Player, click the 'Stream' button and then select 'Turn on media streaming'. In the window that appears next, click the 'Turn on media streaming' button. Back in Windows Media Player, click the 'Stream' button again and then select 'Allow remote control of my player > Allow remote control on this network'. Next, select 'Stream', followed by 'Automatically allow devices to play my media' – repeat on other computers on your network. Then right-click a music file and select 'Cast to Device' before selecting a PC or other device for playback.


Windows Media Player
Library
Music
All music
Organize
Stream
Create playlist
Allow Internet access to home media...
Allow remote control of my Player...
Turn on media streaming...
Library
Playlists
Music
Artist
Album
Genre
Videos
Pictures
Other media
Parallels Tools (D:)
Other Libraries
Classical
Unknown Year
John Harrison - Violin
Vivaldi: The Four Seas...
John Harrison - Violin
Baroque
2000
Unknown Artist
Unknown Album
Unknown Artist
Unknown Genre
Unknown Year



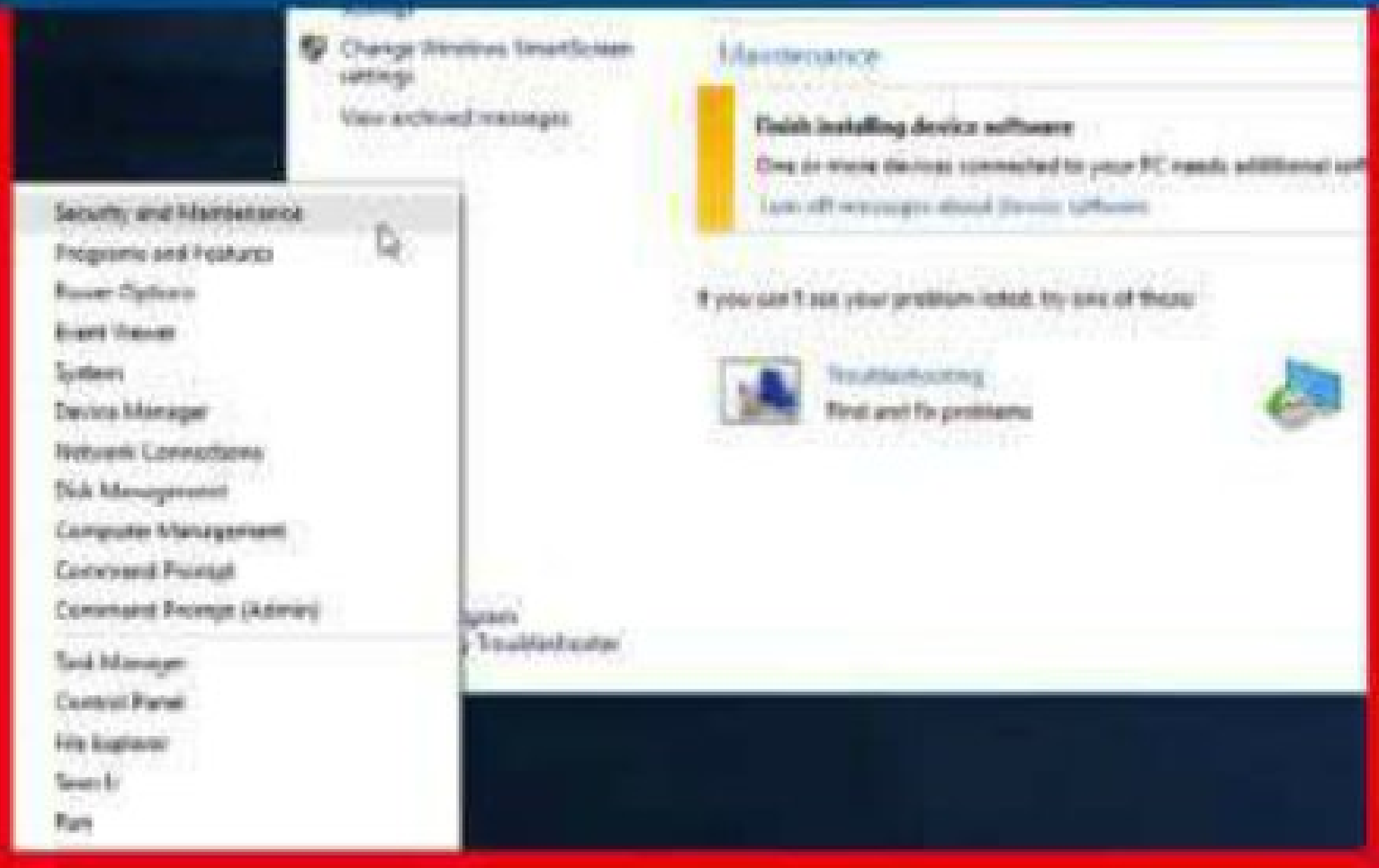
Rate and improve your computer's performance

The Windows Experience Index assesses key system components on a scale of 1.0 to 9.9

Component	What is rated	Subscore	Base score
Processor	Calculations per second	7.0	5.3 Determined by lowest subscore
Memory (RAM)	Memory operations per second	7.8	
Graphics	Desktop graphics performance	5.3	
Desktop graphics	3D business and gaming graphics performance	9.9	
Primary hard drive	Disk data transfer rate	8.1	

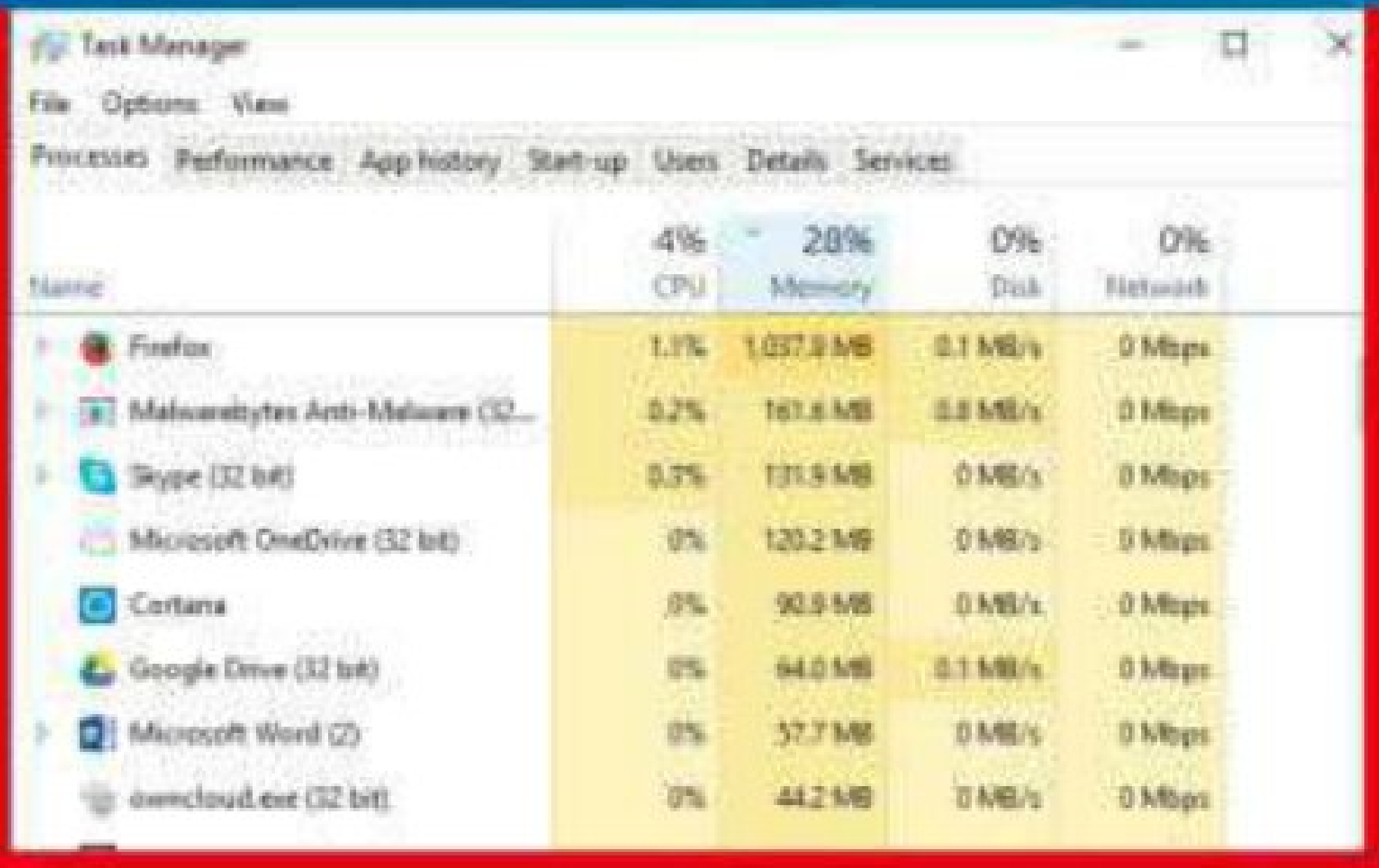
60 Check PC performance

You can manually run the Windows Experience Index tests in Windows 10 by installing the WEI Tool from winaero.com/download.php?view.79


Security and Maintenance
Programs and Features
Power Options
Event Viewer
System
Device Manager
Network Connections
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Maintenance
Troubleshooting
Find and fix problems

61 Where's the old Action Center?

Type action into the Search box and click 'Security and Maintenance' to find notifications of problems and fixit tools.



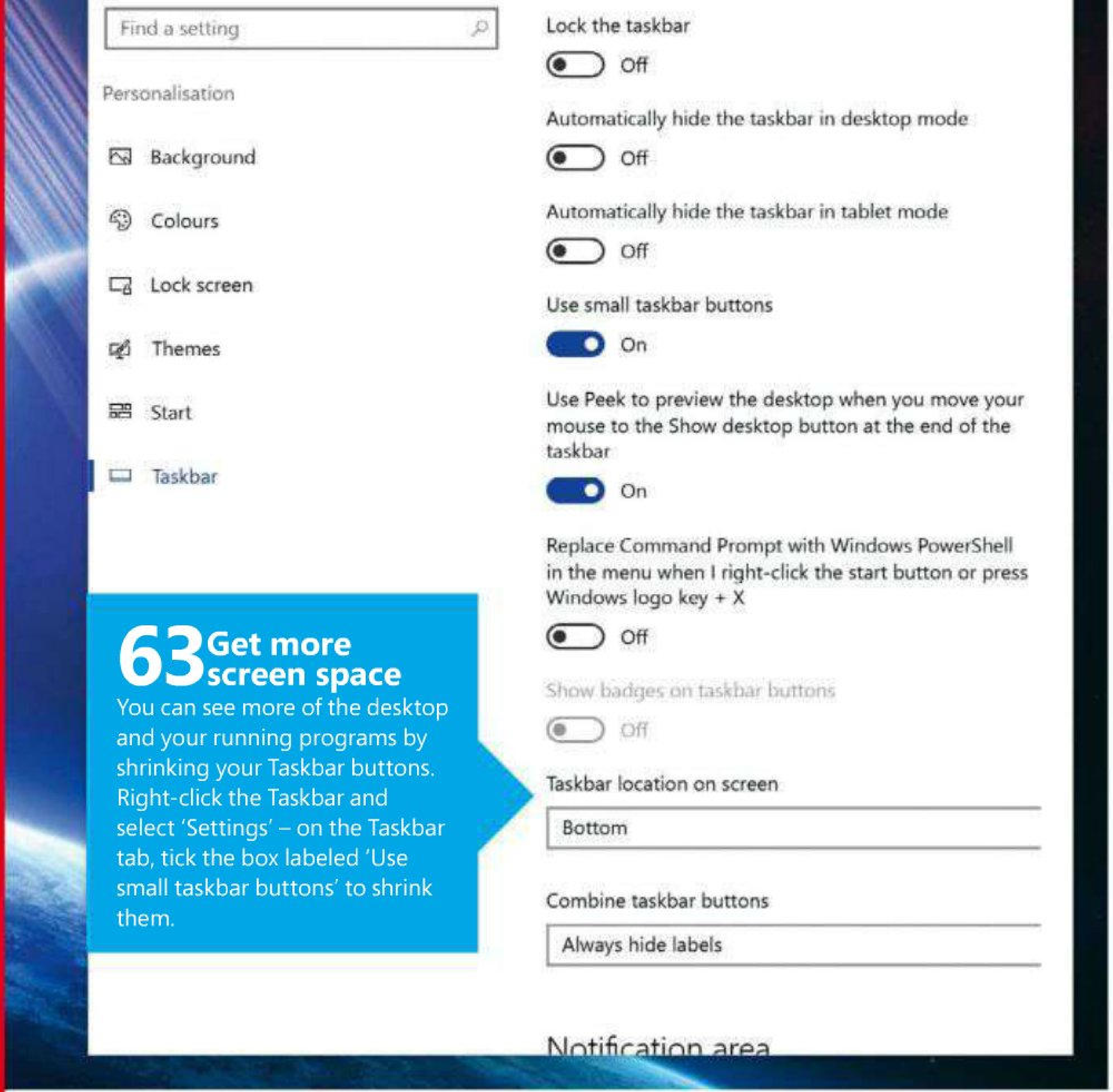
Task Manager

Name	4% CPU	28% Memory	0% Disk	0% Network
Firefox	1.1%	1,037.9 MB	0.1 MB/s	0 Mbps
Malwarebytes Anti-Malware (32...	0.2%	161.6 MB	0.8 MB/s	0 Mbps
Skype (32 bit)	0.3%	131.9 MB	0 MB/s	0 Mbps
Microsoft OneDrive (32 bit)	0%	120.2 MB	0 MB/s	0 Mbps
Cortana	0%	90.9 MB	0 MB/s	0 Mbps
Google Drive (32 bit)	0%	64.0 MB	0.1 MB/s	0 Mbps
Microsoft Word (2)	0%	57.7 MB	0 MB/s	0 Mbps
owncloud.exe (32 bit)	0%	44.2 MB	0 MB/s	0 Mbps

File
Options
View
Processes
Performance
App history
Start-up
Users
Details
Services

62 Check your memory usage

To see which programs are using up memory, right-click the Taskbar and select 'Task Manager'. then click 'More Details'.


Find a setting
Personalisation
Background
Colours
Lock screen
Themes
Start
Taskbar

Lock the taskbar
Off

Automatically hide the taskbar in desktop mode
Off

Automatically hide the taskbar in tablet mode
Off

Use small taskbar buttons
On

Use Peek to preview the desktop when you move your mouse to the Show desktop button at the end of the taskbar
On

Replace Command Prompt with Windows PowerShell in the menu when I right-click the start button or press Windows logo key + X
Off

Show badges on taskbar buttons
Off

Taskbar location on screen
Bottom

Combine taskbar buttons
Always hide labels

Notification area

63 Get more screen space

You can see more of the desktop and your running programs by shrinking your Taskbar buttons. Right-click the Taskbar and select 'Settings' – on the Taskbar tab, tick the box labeled 'Use small taskbar buttons' to shrink them.

64 Old-style Taskbar context menus

When you right-click a button in the Taskbar you gain access to jump lists. If you'd prefer to see options to maximize, minimize and close windows instead, hold down [Shift] while you right-click the Taskbar button.

65 Restore Windows Photo Viewer

You'll either love or hate Windows 10's new Photos app. If you hate it, this following tweak allows you to restore the classic Windows Photo Viewer app as the default: open Ultimate Windows Tweaker again, switch to the 'Additional' section and click 'Enable Windows Photo Viewer'. Once done, make it the default for viewing photos once again under 'Settings > System > Default apps'.

66 View a slideshow on your desktop

Can't decide which picture to use as your background? There's no need to settle for just one image when you could use a rotating slideshow instead. Right-click the desktop and select the 'Personalize' option. Click the 'Background' drop-down menu and choose 'Slideshow'. You'll be prompted to select a folder containing the images you wish to include – do so and decide how frequently the image will change. This is great for keeping the boring old desktop fresh and interesting.

68 Get more Taskbar

Conversely, you might want to have a larger Taskbar so you can see more buttons or extra running programs. Right-click the Taskbar and make sure that the 'Lock the taskbar' option is not ticked. You can then drag the top of the Taskbar upwards to make it even taller, too.

67 Keep browsing in private

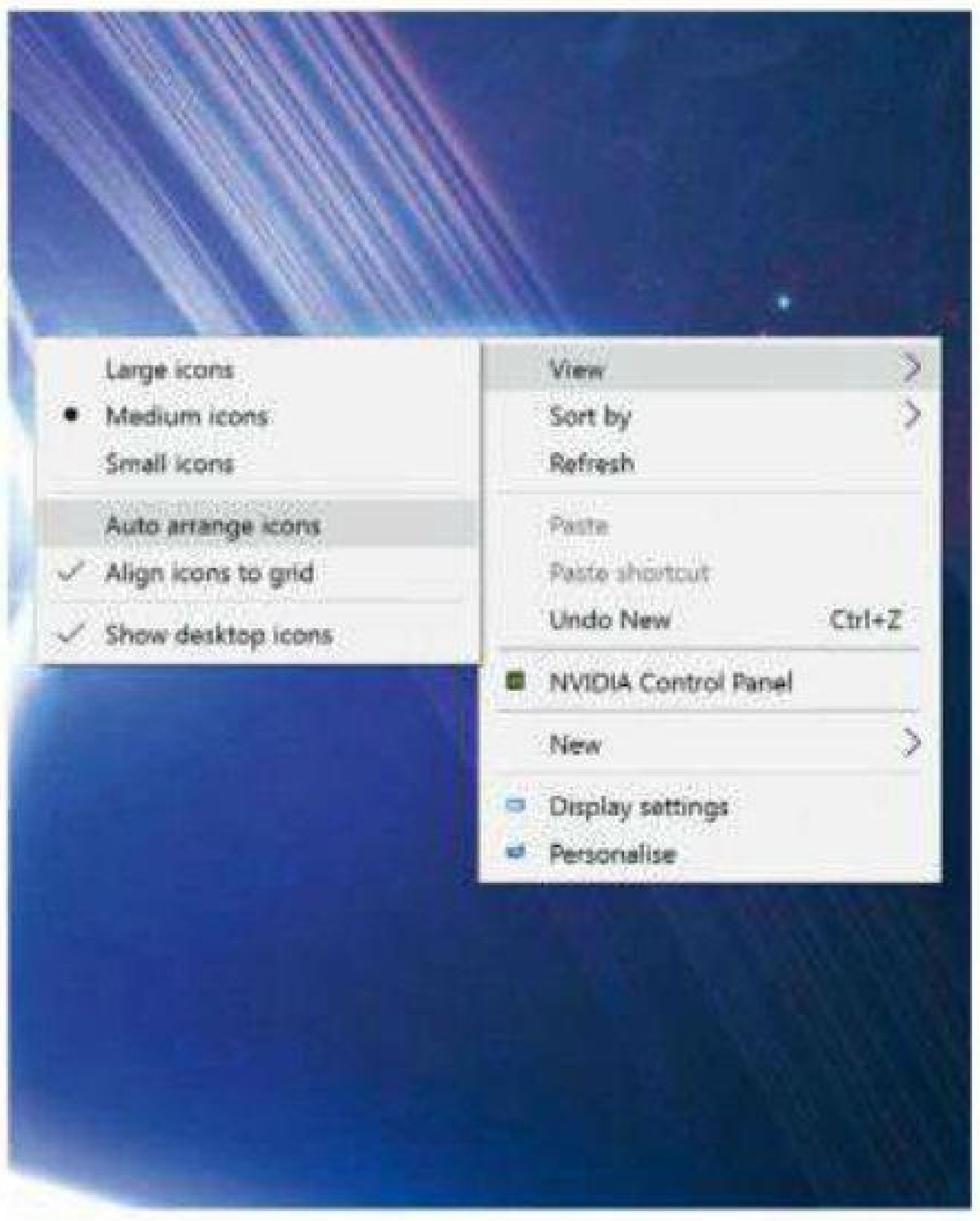
You can keep your browsing history private in the Edge browser by switching to InPrivate mode. You can do this by pressing the combo [Ctrl]+[Shift]+[P].

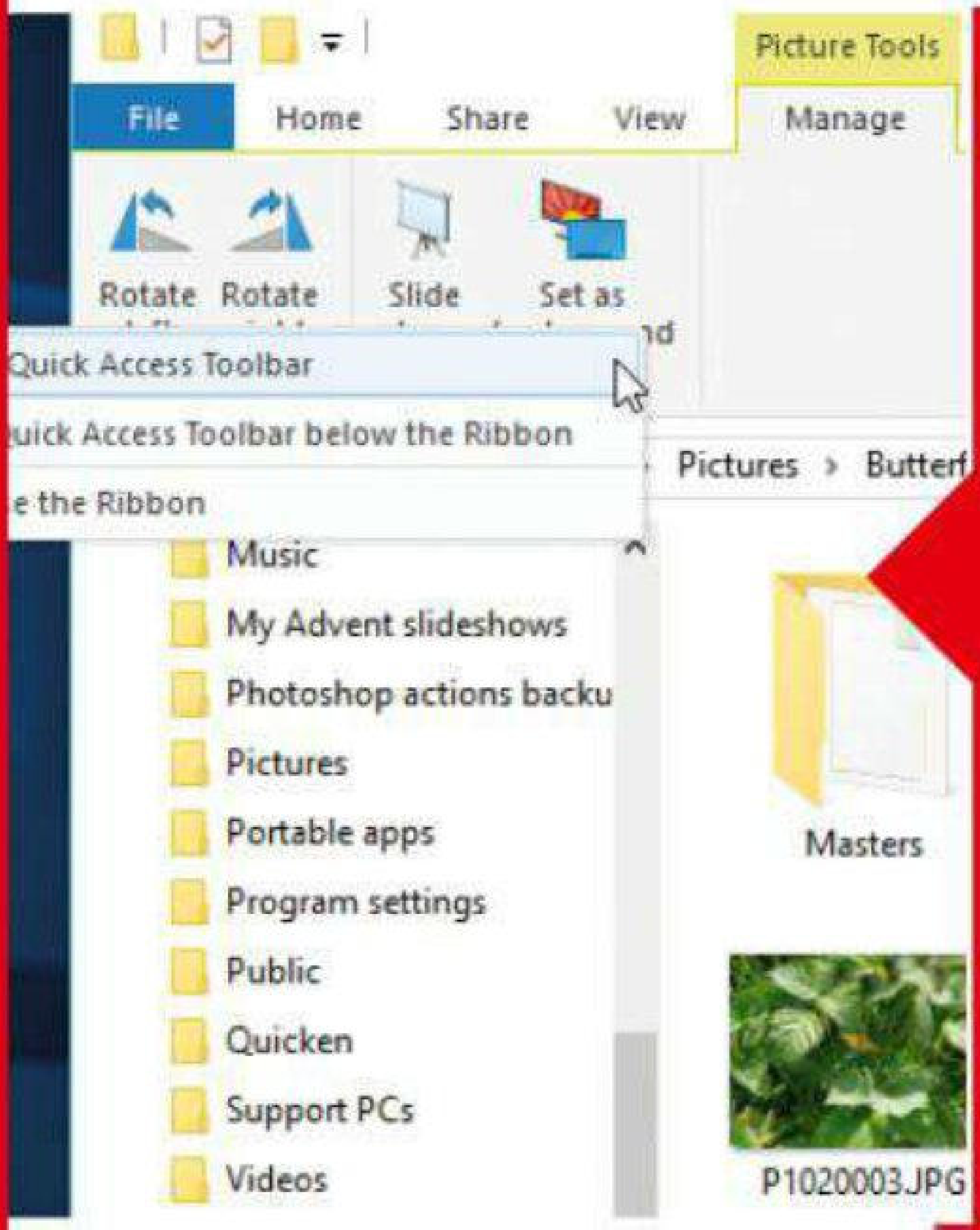
69 Play your music through Cortana

Cortana now allows you to play music on the lock screen before you've signed in by speaking commands, which is cool, particularly if you're trying to run a headless media PC or similar. However, that integration with Microsoft's services goes deeper: you need a Groove Music subscription for it to work.

70 Desktop tidying

If you have icons scattered everywhere, just right-click the desktop and choose 'View > Auto arrange icons' to keep them in order.


Large icons
Medium icons
Small icons
Auto arrange icons
Align icons to grid
Show desktop icons
View
Sort by
Refresh
Paste
Paste shortcut
Undo New Ctrl+Z
NVIDIA Control Panel
New
Display settings
Personalise


Picture Tools
File
Home
Share
View
Manage
Rotate
Rotate
Slide
Set as
Quick Access Toolbar
uick Access Toolbar below the Ribbon
e the Ribbon
Pictures › Butterf
Music
My Advent slideshows
Photoshop actions backu
Pictures
Portable apps
Program settings
Public
Quicken
Support PCs
Videos
Masters
P1020003.JPG

73 Favorite commands

Make your favorite ribbon commands more accessible in any supported app by right-clicking the option and choosing 'Add to Quick Access Toolbar'.

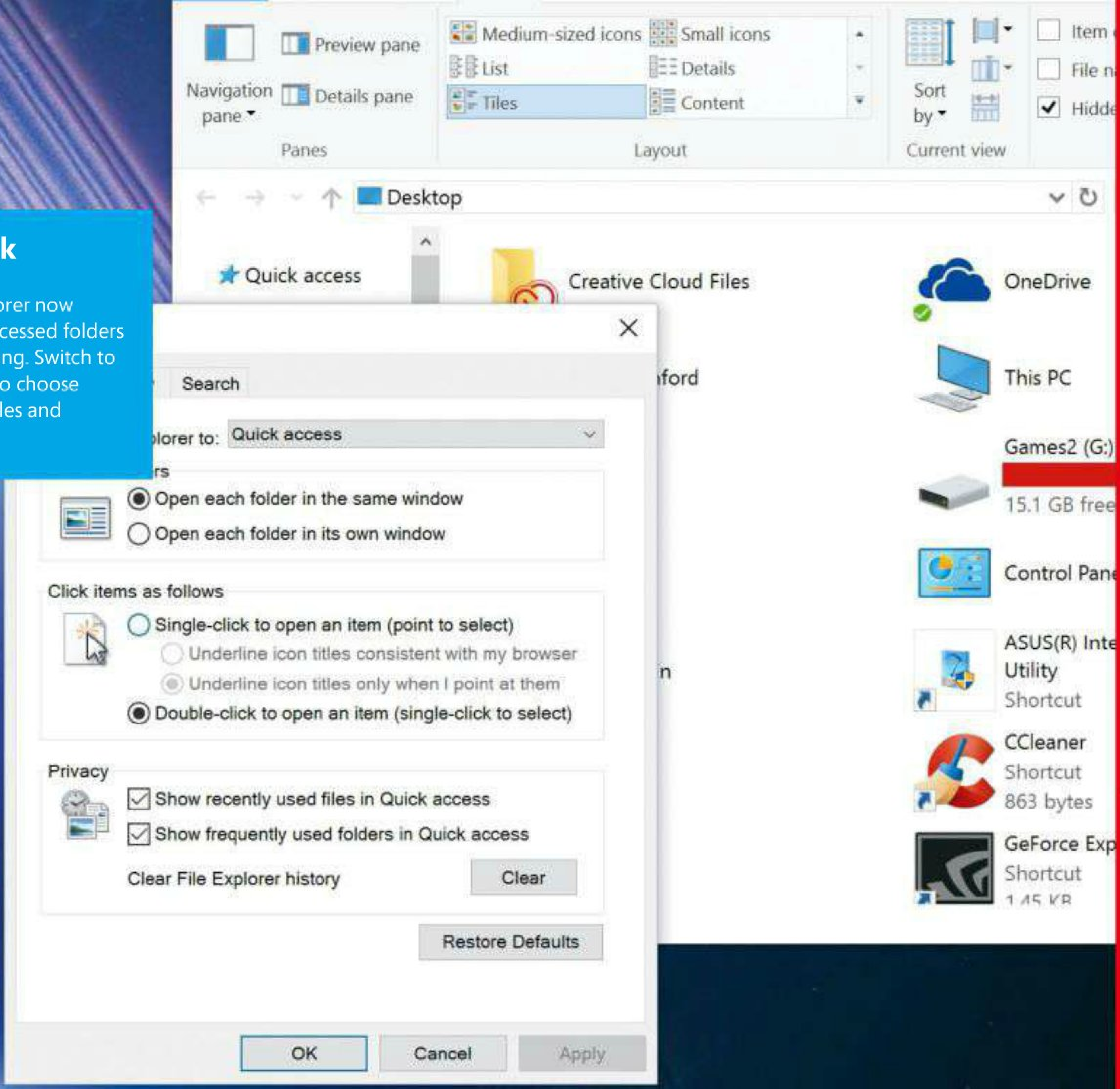
Butterflies
Ca

74 Quickly close window

When looking at a Taskbar preview of a program or window, just click the middle mouse button to close the window without having to switch to it.

71 Tweak your Quick Access settings

The Quick Access area in File Explorer now juggles frequently and recently accessed folders with pinned folders of your choosing. Switch to the 'View' tab and click 'Options' to choose whether or not to display recent files and frequent folders here.


Navigation pane
Preview pane
Details pane
Panes
Medium-sized icons
Small icons
List
Details
Tiles
Content
Layout
Sort by
Current view
Item
File n
Hidde
Desktop
Quick access
Creative Cloud Files
OneDrive
This PC
Games2 (G:)
15.1 GB free
Control Pane
ASUS(R) Inte
Utility
Shortcut
CCleaner
Shortcut
863 bytes
GeForce Exp
Shortcut
Search
OK
Cancel
Apply

lorer to: Quick access

rs

● Open each folder in the same window
○ Open each folder in its own window

Click items as follows

○ Single-click to open an item (point to select)
○ Underline icon titles consistent with my browser
● Underline icon titles only when I point at them
● Double-click to open an item (single-click to select)

Privacy

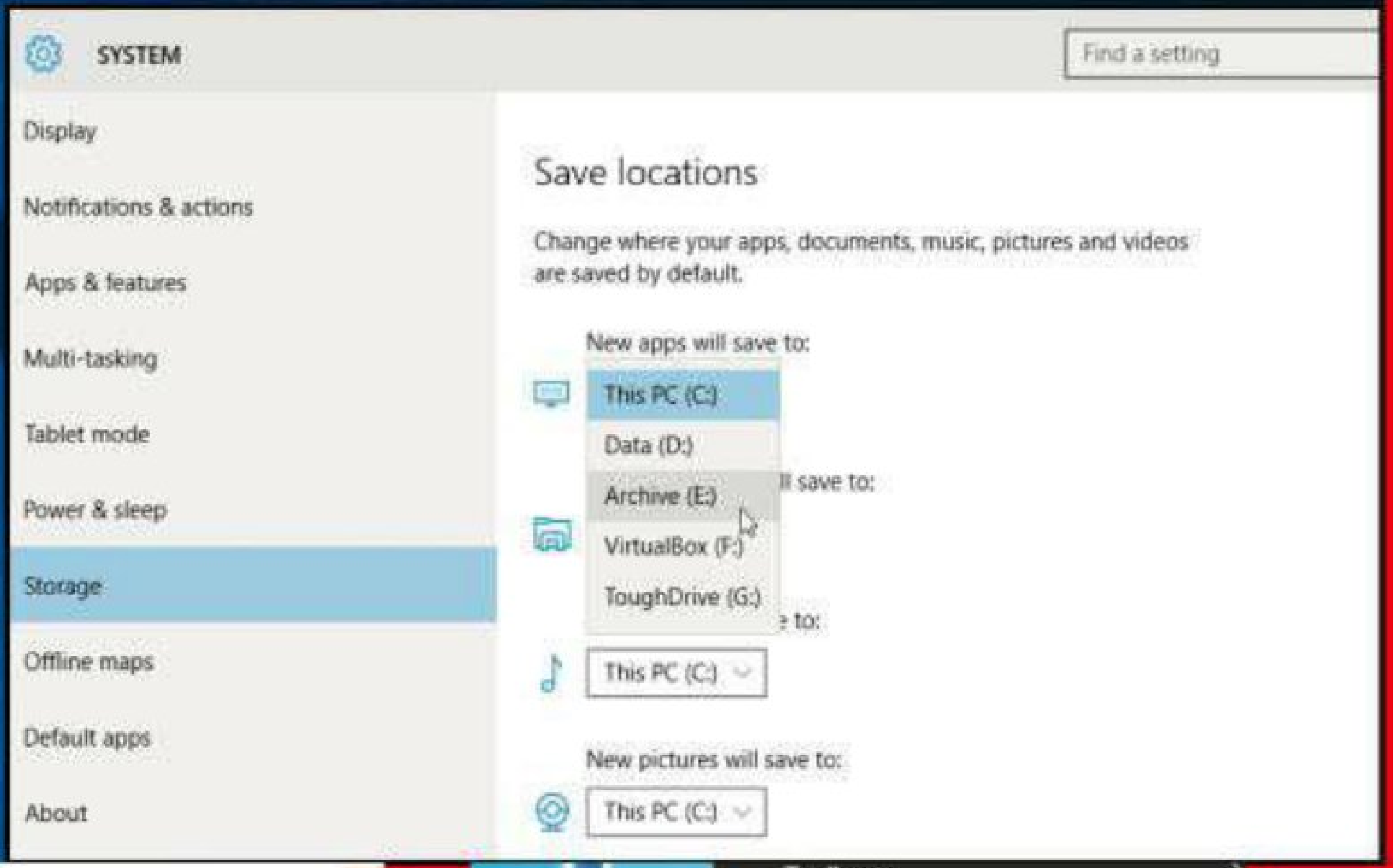
☑ Show recently used files in Quick access
☑ Show frequently used folders in Quick access

Clear File Explorer history Clear

Restore Defaults

72 Move your apps to a new drive

If you're running out of space on your hard drive – or have a Windows tablet with limited onboard storage – then navigate to 'Settings > System > Storage' and scroll down to the 'Save locations' section. Click the drop-down menu under 'New apps will save to' and select another drive with more space. You can also move some (but not all) existing Windows Store apps too if space is really tight – switch to 'Apps & features', then click the app you'd like to transfer. If Move isn't greyed out, click it, select your destination and click 'Move' again to transfer that too.


SYSTEM
Find a setting
Display
Notifications & actions
Apps & features
Multi-tasking
Tablet mode
Power & sleep
Storage
Offline maps
Default apps
About

Save locations

Change where your apps, documents, music, pictures and videos are saved by default.

New apps will save to:

This PC (C:)
Data (D:)
Archive (E:)
VirtualBox (F:)
ToughDrive (G:)

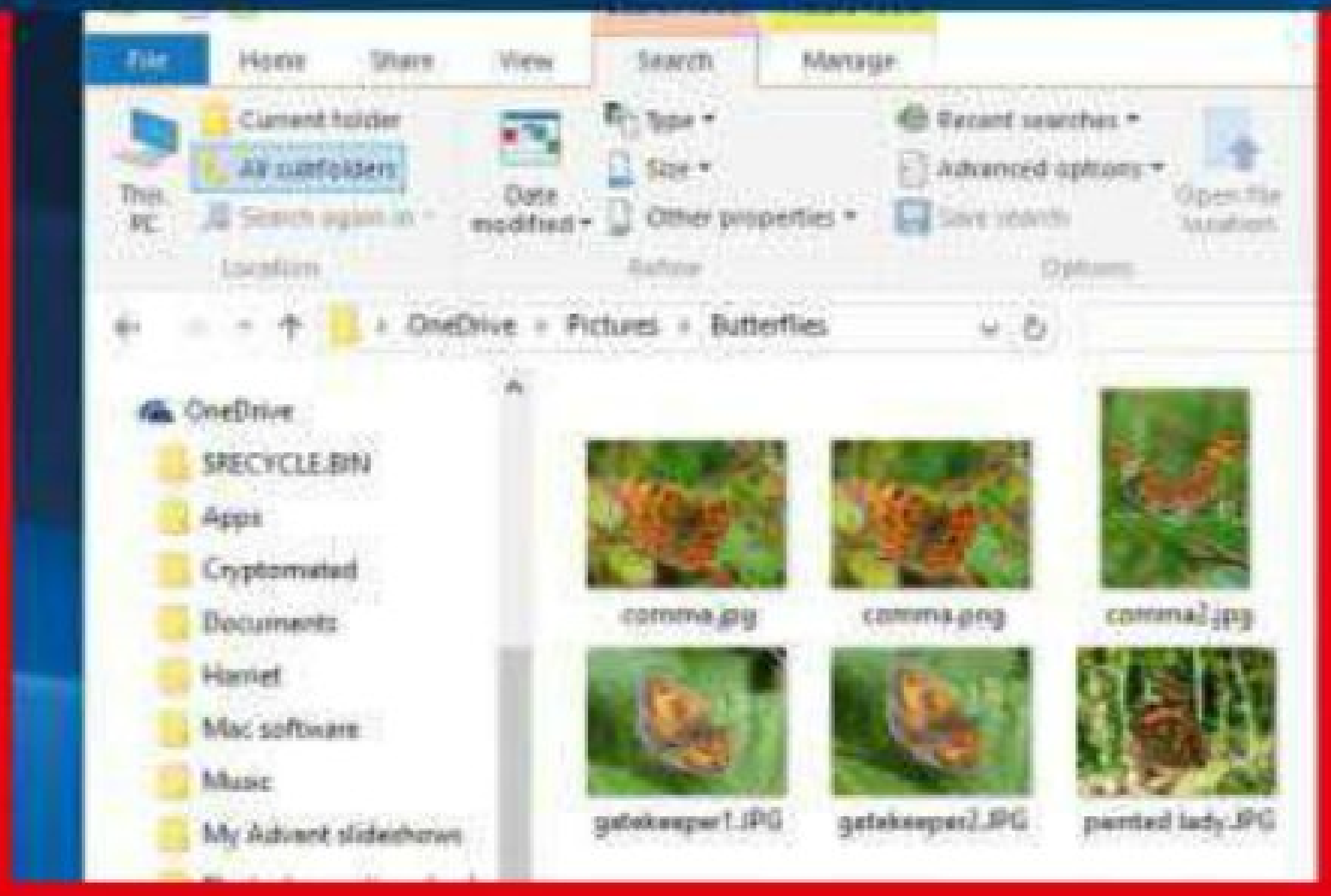
ll save to:

e to:

This PC (C:)

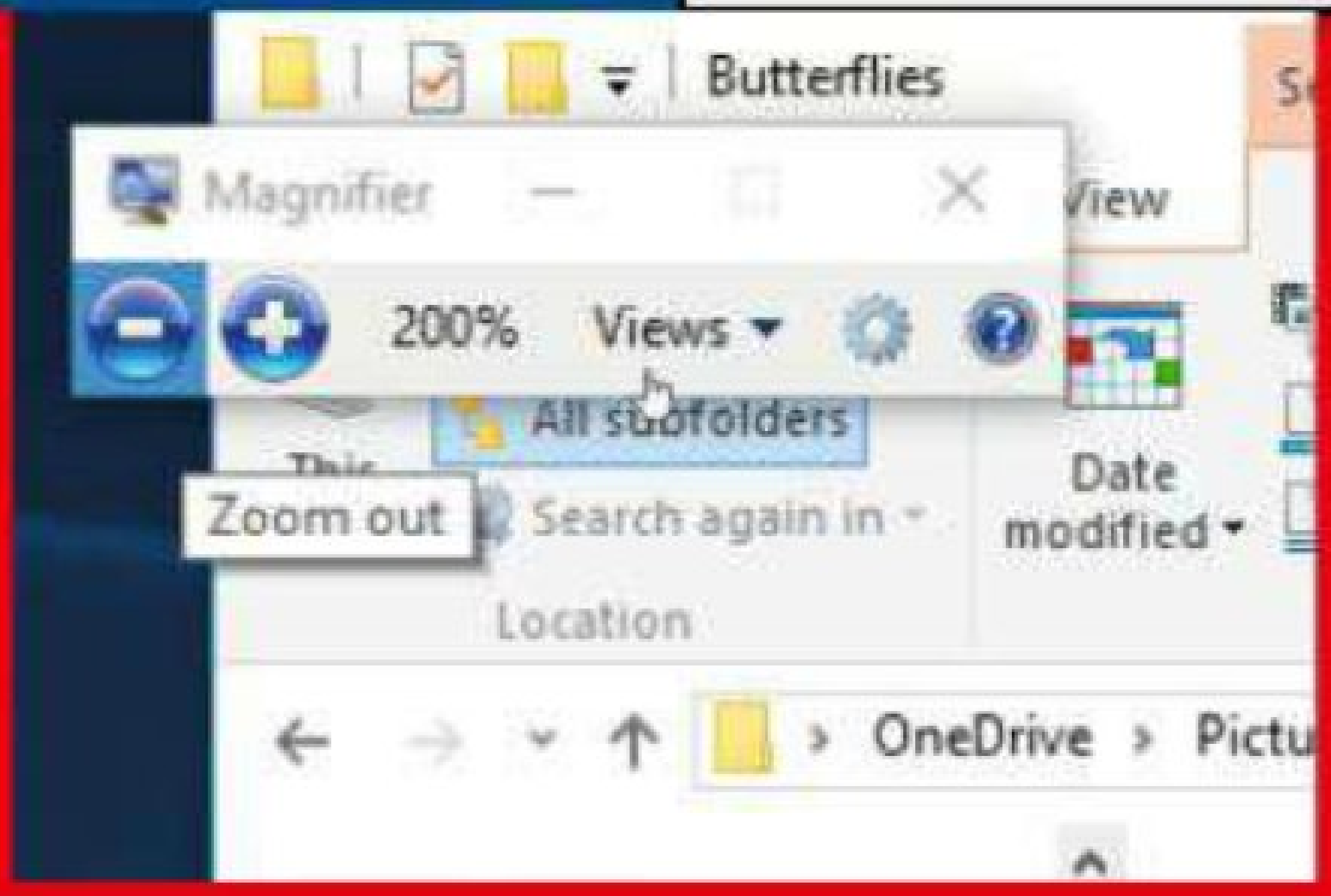
New pictures will save to:

This PC (C:)



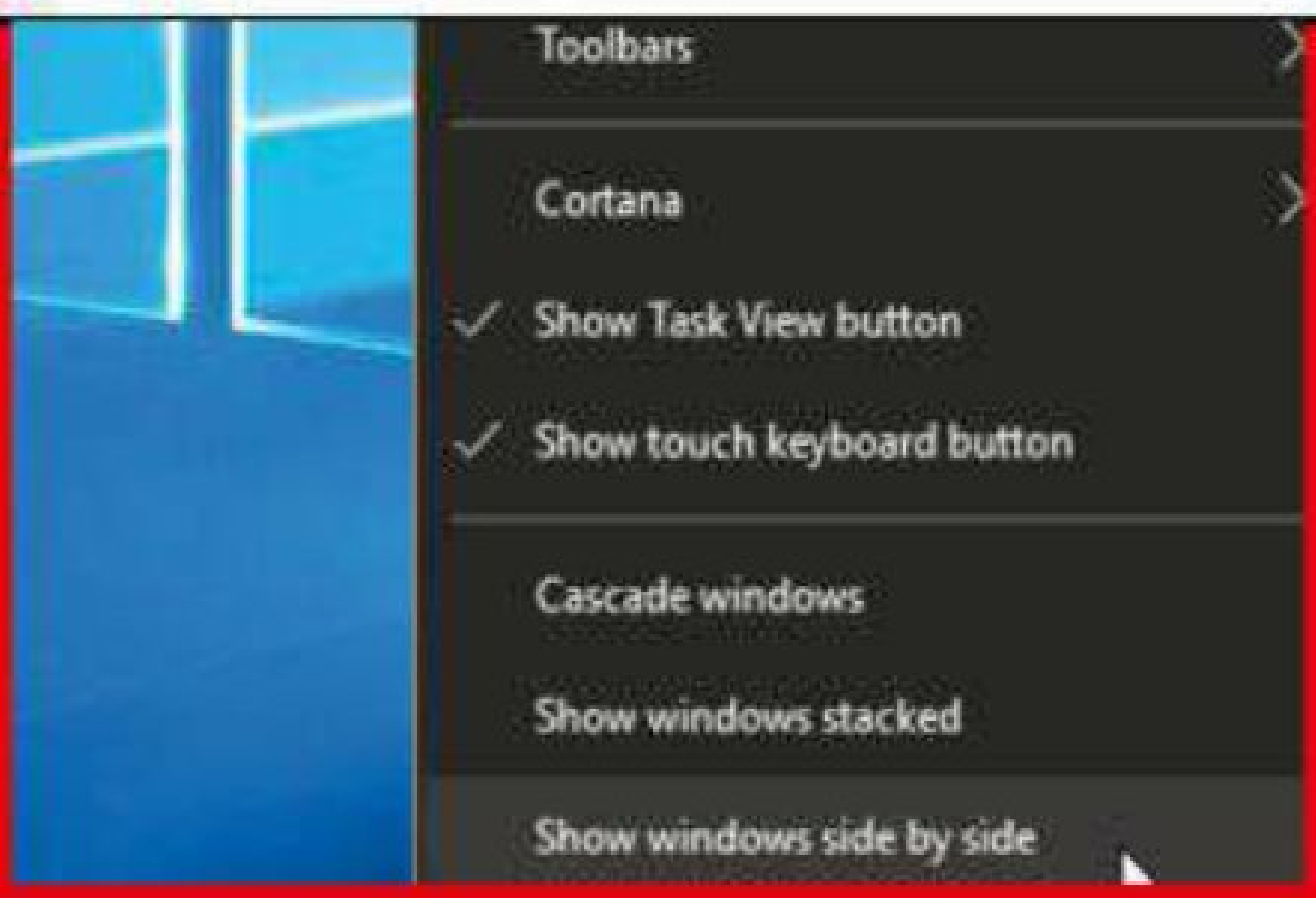
75 Jump to search

When you want to search for a file within a particular folder, simply press [F3] to jump to the search box, enter your chosen search term and hit the [Enter] key.


Butterflies
Magnifier
200%
Views
All subfolders
Zoom out
Search again in
Date modified
Location
OneDrive
Pictu

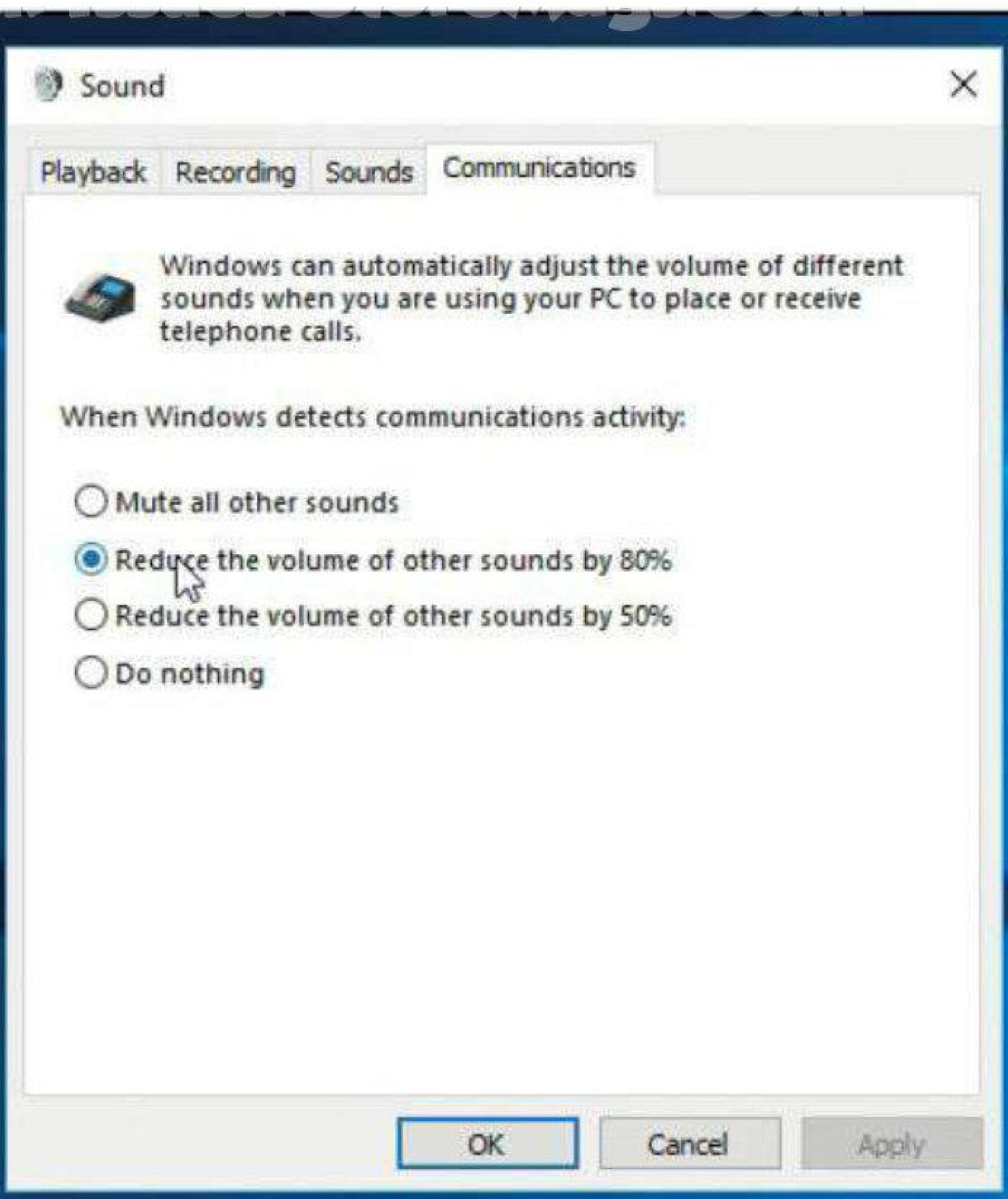
76 Zoom in and out

To get a better view of what's happening on your desktop, or in a program, press [Win]+[+] to zoom in. Use [Win]+[-] to zoom out again.


Toolbars
Cortana
✓ Show Task View button
✓ Show touch keyboard button
Cascade windows
Show windows stacked
Show windows side by side

77 Arrange your window

Right-click the Taskbar and click either 'Show windows stacked' or 'Show windows side by side'. You can right-click again to access the undo option, too.


Sound
Playback
Recording
Sounds
Communications

Windows can automatically adjust the volume of different sounds when you are using your PC to place or receive telephone calls.

When Windows detects communications activity:

○ Mute all other sounds
● Reduce the volume of other sounds by 80%
○ Reduce the volume of other sounds by 50%
○ Do nothing

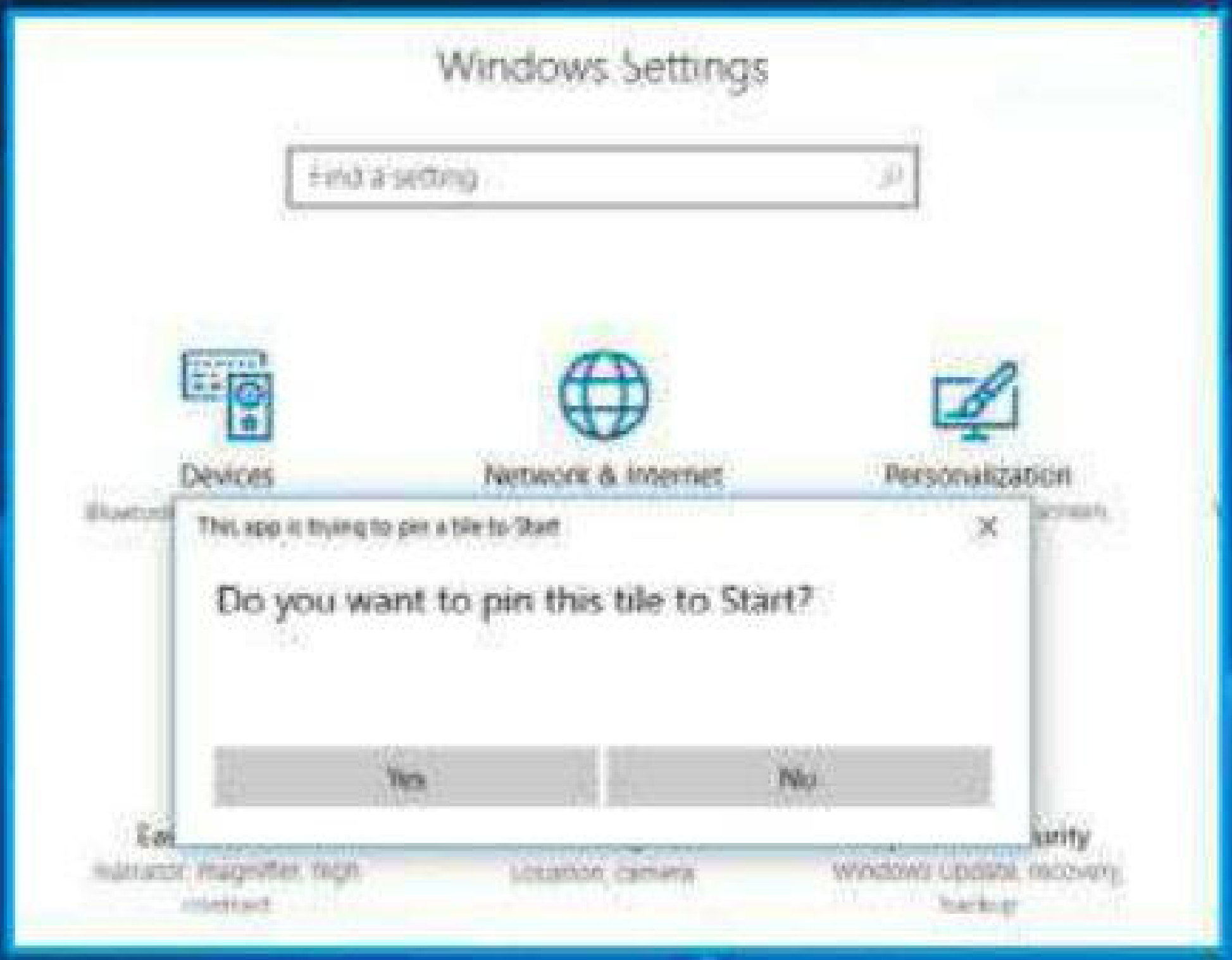
OK
Cancel
Apply

78
Reduce system sounds for calls

To prevent the music you're listening to interfering with computer-based phone calls, you can opt to automatically have the volume level of system sounds reduced when a call is underway. Right-click the speaker icon in the notification area and select the 'Sounds' option. Move to the 'Communications' tab and select one of the three options to reduce volume or completely mute sounds.

79 View all notification icons

Windows will save space by hiding some icons from the notification area. To see them at all times, click 'Start > Settings > System > Notifications & actions' and click 'Select which icons appear on the taskbar. Make sure you flick the switch labeled 'Always show all icons and notifications on the taskbar' to 'On'.


Windows Settings
Find a setting
Devices
Network & Internet
Personalization

Do you want to pin this tile to Start?

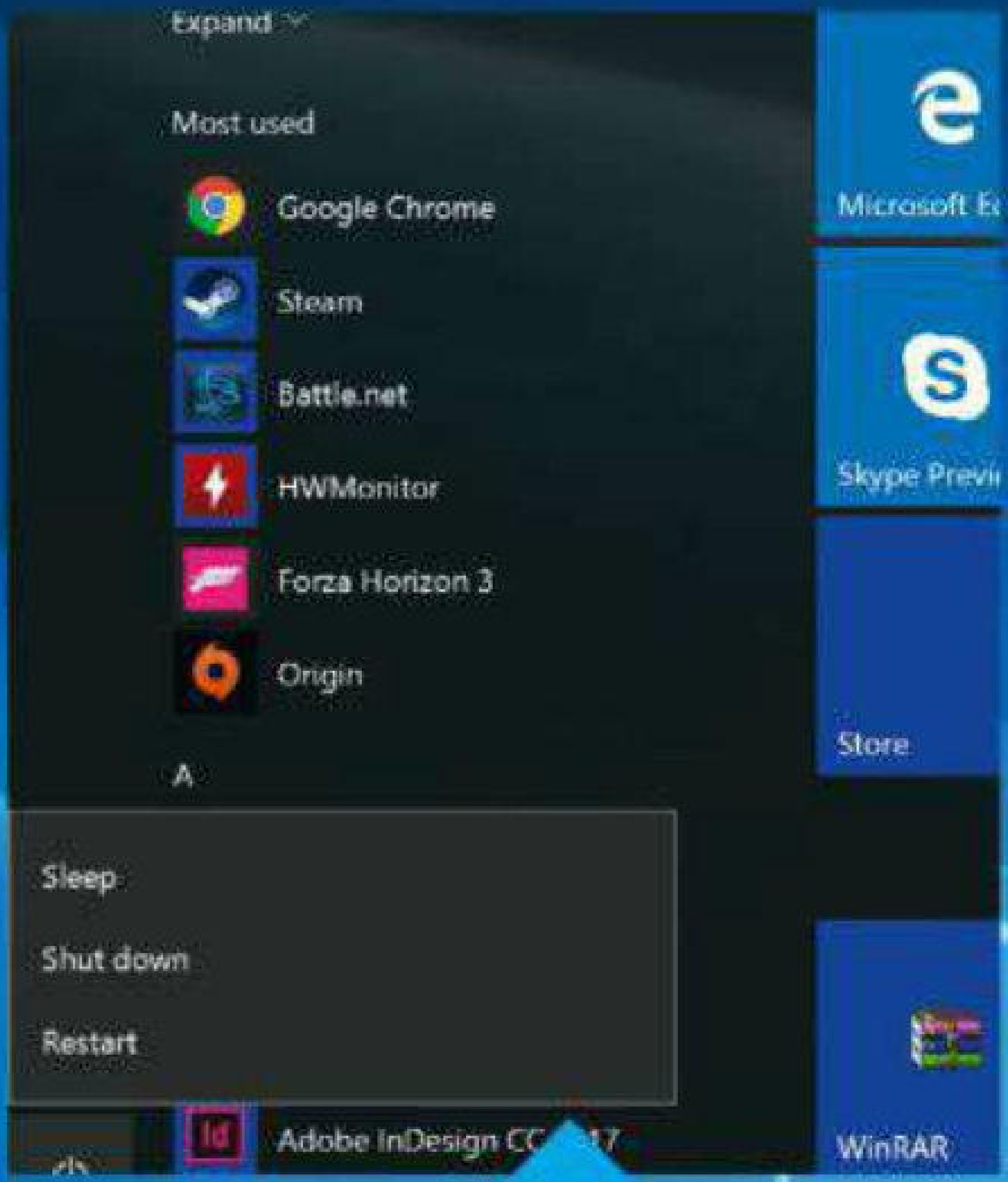
Yes
No

82 Make individual Settings accessible

Got a favorite tweak you frequently find yourself burrowing into Settings to find? You can create one-click shortcuts to them a number of different ways. The simplest thing to do is pin it as a tile to the Start menu simply by locating it in 'Settings', then right-clicking its entry in the left-hand pane and choosing 'Pin to Start'.

80 Undo that unintentional move!

If you accidentally move, copy or send a file to the Recycle Bin on your desktop, you can then press [Ctrl]+[Z] to reverse the mistake. Phew!


Expand
Most used
Google Chrome
Steam
Battle.net
HWMonitor
Forza Horizon 3
Origin
A
Sleep
Shut down
Restart
Adobe InDesign CC
Microsoft E
Skype Previ
Store
WinRAR

83 Choose your shutdown options

The power button can be used to do many things – Restart, Shutdown, Sleep, etc – and you can choose what should happen by default. Right-click the 'Start' button and select 'Power options', then click 'Choose what the power buttons do' to access the relevant options.

81 Check your energy efficiency

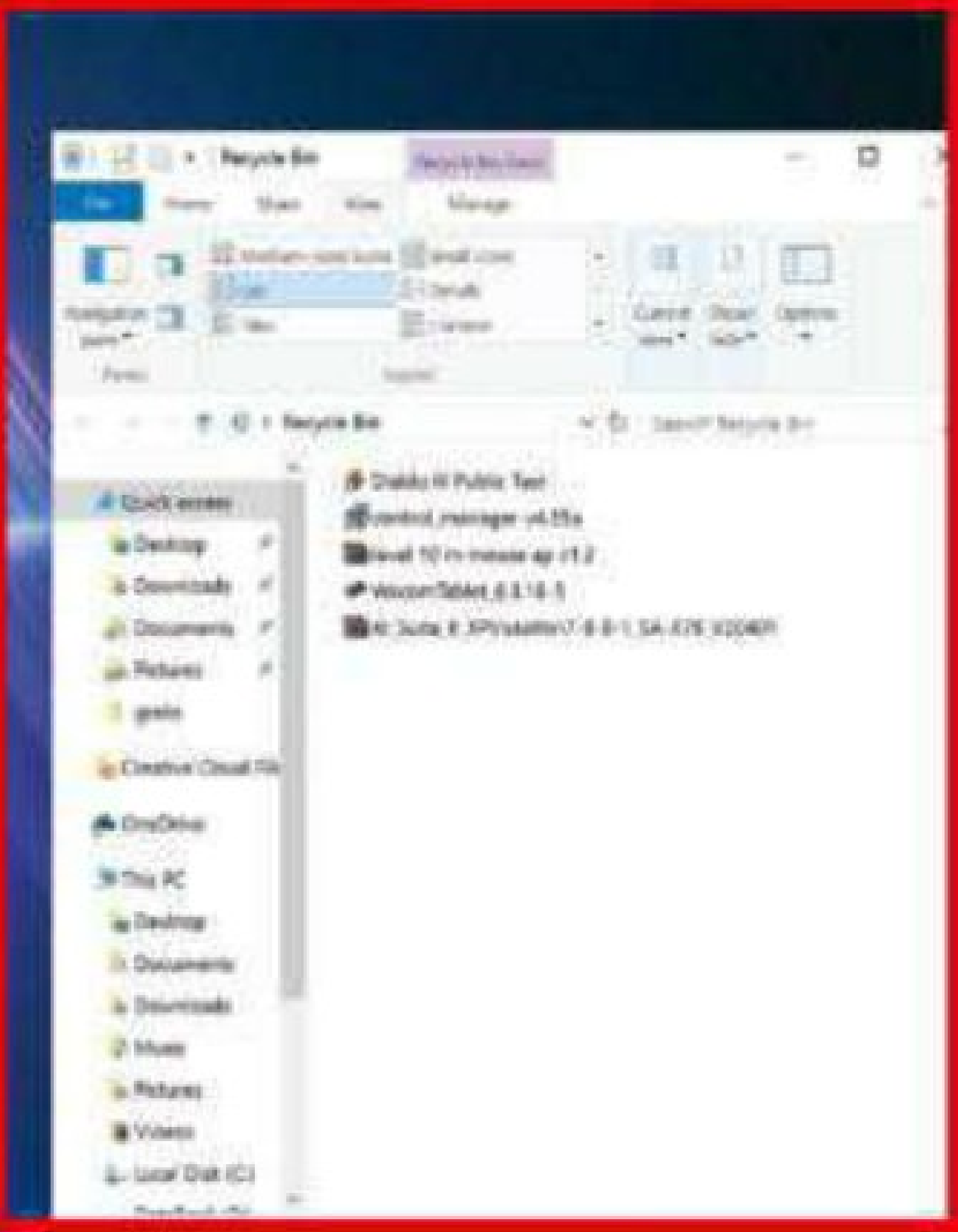
Right-click the Start button and choose 'Command Prompt (Admin)'. Type powercfg -energy and press [Enter]. After about a minute or so of loading navigate to the folder you're told about (typically C:\Windows\System32) and open up the file energy-report.html. This will show you what to do to improve energy efficiency.

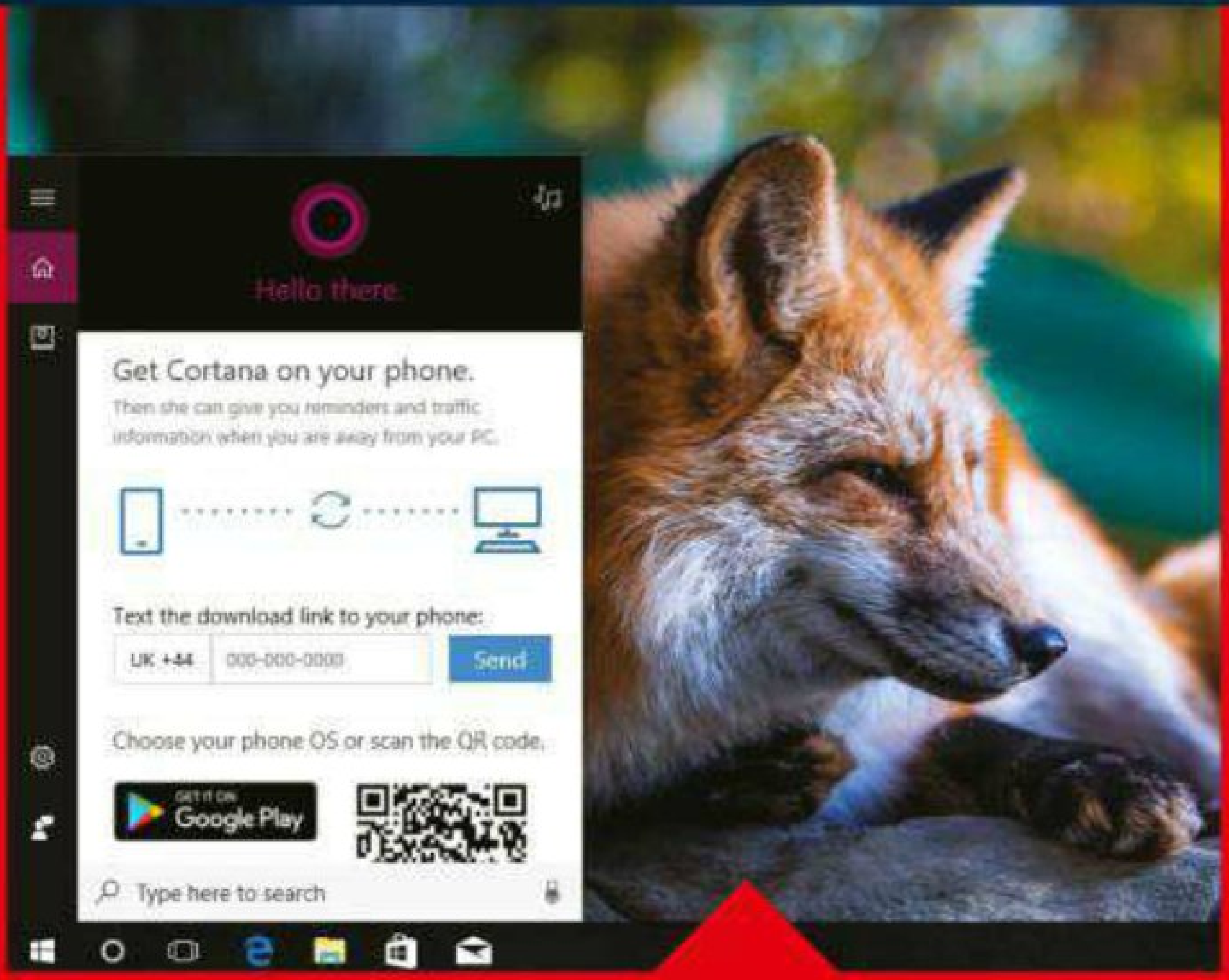
84 Add tabs to File Explorer

File Explorer in Windows 10 is an improvement on Windows 7, but it's still lacking in one key area – no tabbed support to prevent you cluttering up the desktop with multiple windows. Clover 3 is a free extension that adds Chrome-like tabs to File Explorer – go to www.ejie.me to get this free app.

85 Undelete your files

It's easy to forget just how handy the Recycle Bin folder is. If you've deleted a file, document or folder that you need back, just open up the Recycle Bin from the desktop and you'll find your files are still there ready to be restored.




Hello there
Get Cortana on your phone.
UK +44
000-000-0000
Send
GET IT ON Google Play
Type here to search

Then she can give you reminders and traffic information when you are away from your PC.

Text the download link to your phone:

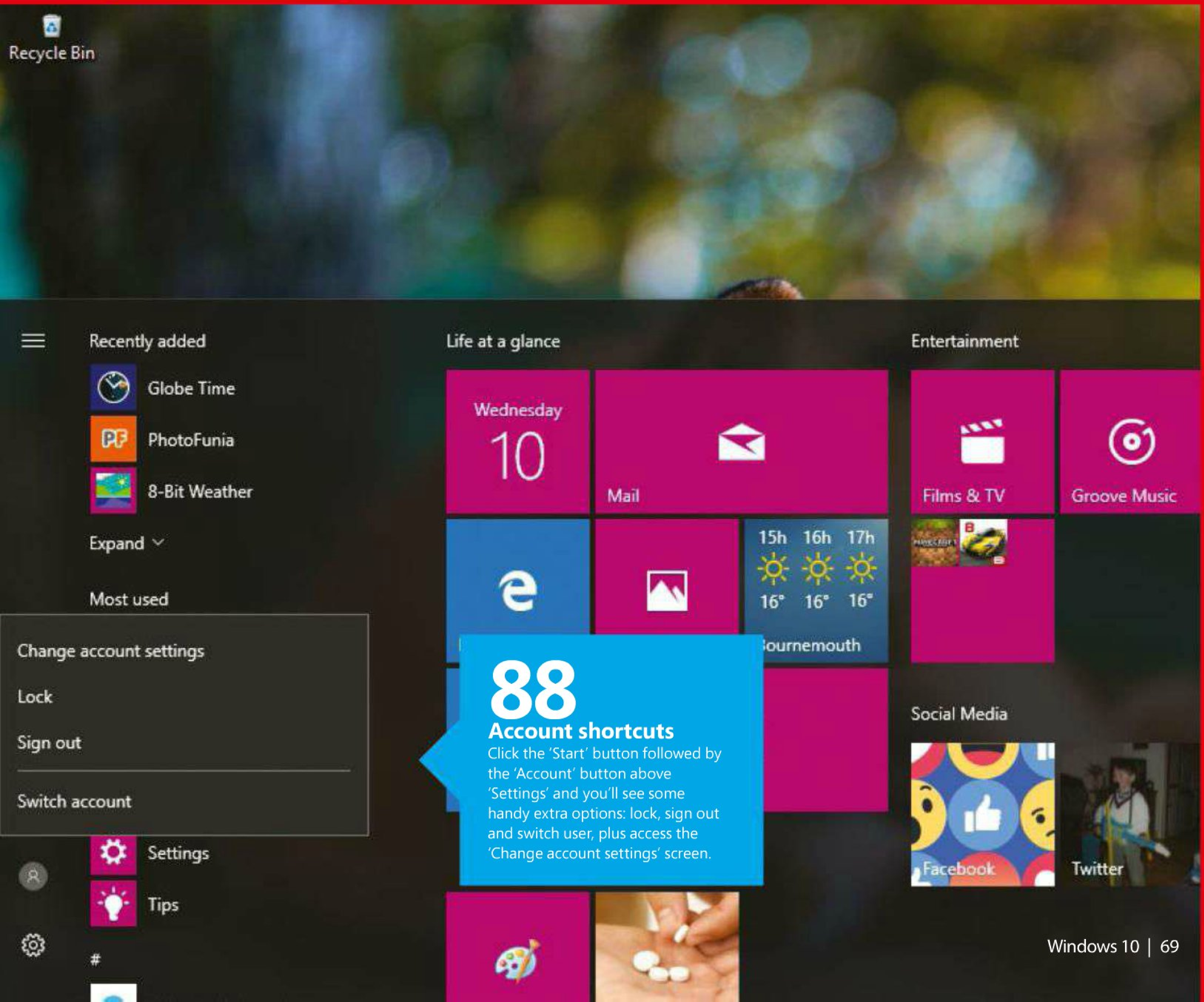
Choose your phone OS or scan the QR code.

86 Search with Cortana

Type the name of a file or folder into the Cortana search box and you'll get a load of irrelevant results – click 'My stuff' to search your computer's hard drive and other storage, including your OneDrive folder, for your missing files. Use the 'Show' drop-down menu to filter results.

87 Pin saved searches to the Start menu

File Explorer's search tool is powerful – for example, you can set up a search to reveal all recently modified Word documents in a folder from that location: just type type:word datemodified:this week into Search. Click 'Save search' to add it to your Searches folder, then go there, right-click the search and choose 'Pin to Start'.

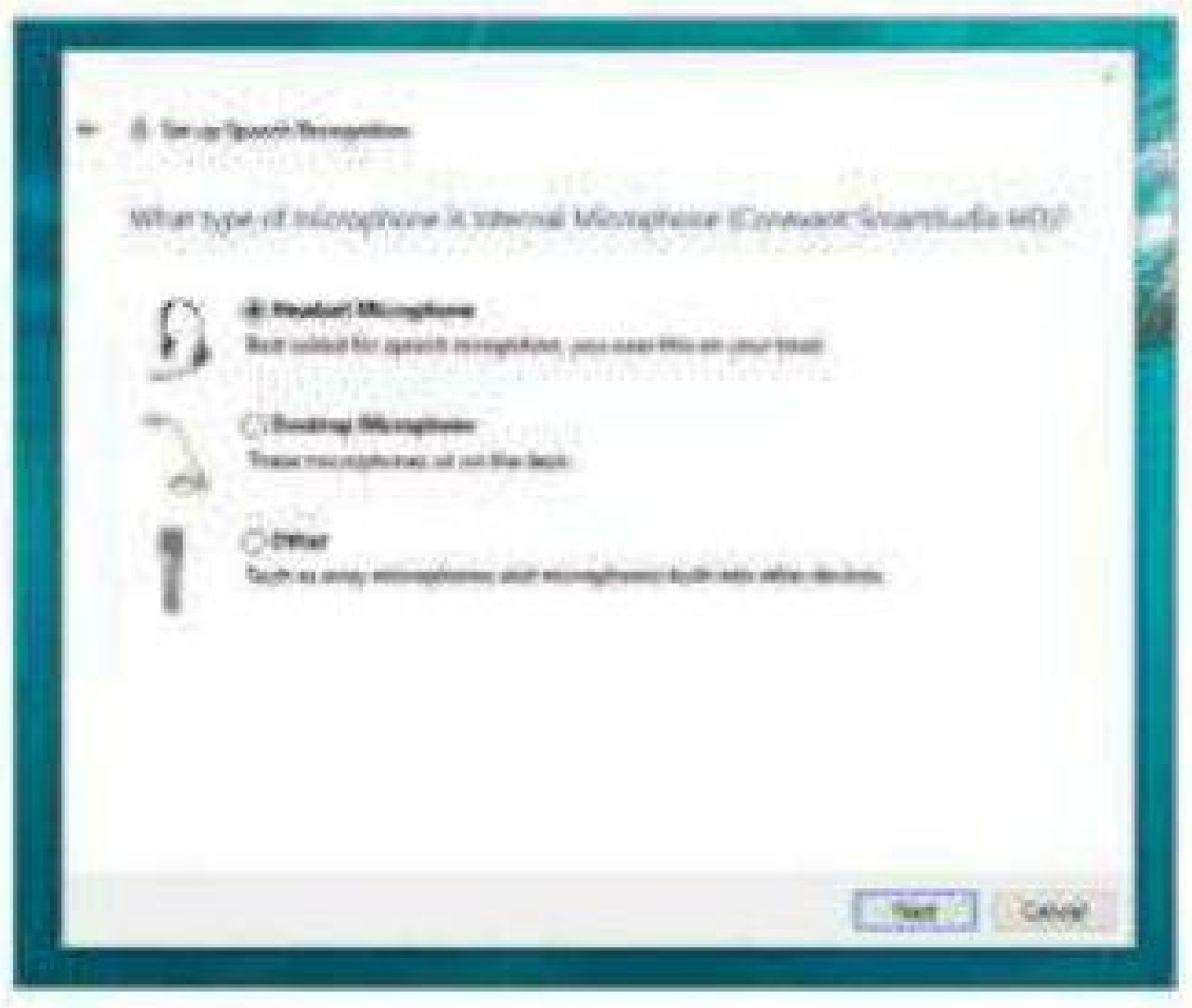

Recycle Bin
Recently added
Globe Time
PhotoFunia
8-Bit Weather
Expand
Most used
Change account settings
Lock
Sign out
Switch account
Settings
Tips
#
Life at a glance
Wednesday
10
Mail
15h 16h 17h
16° 16° 16°
Bournemouth
Entertainment
Films & TV
Groove Music
Social Media
Facebook
Twitter

88 Account shortcuts

Click the 'Start' button followed by the 'Account' button above 'Settings' and you'll see some handy extra options: lock, sign out and switch user, plus access the 'Change account settings' screen.

89 Talk to your PC

If you can't type very quickly or just fancy trying out something a little nifty on your new machine, type speech into the Search box and select 'Windows Speech Recognition'. Here you'll find everything you need to configure your PC for voice activated control – it's great for dictation, too.



90 Monitor the children

While parents want to let their child use a computer, they also want to ensure their kids are kept safe. Go to 'Start > Settings > Accounts > Family & other users' to set up user accounts for your children that you can configure to protect them while online plus manage their computer usage and monitor what they do.

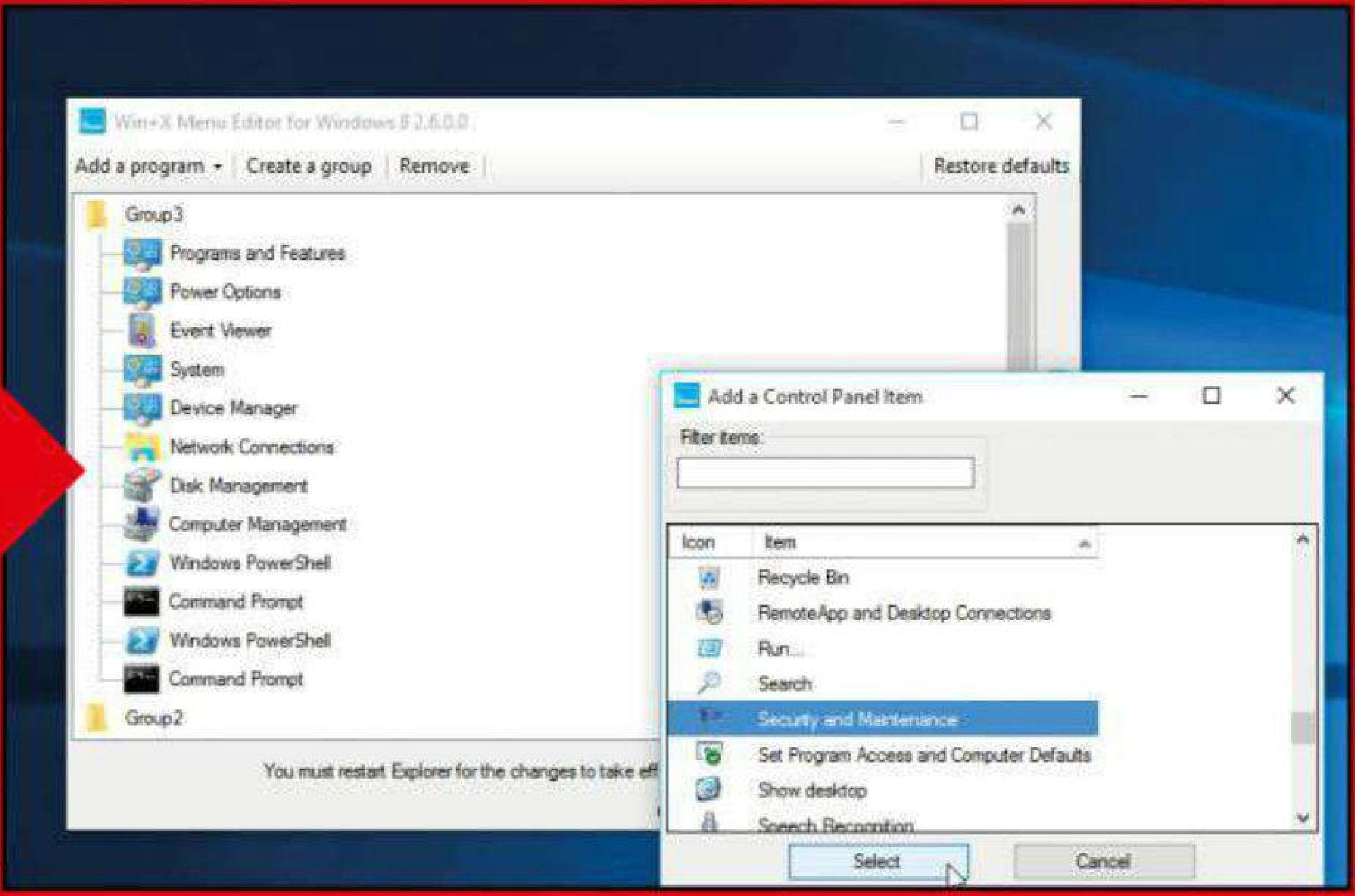
91 All settings in one place

It's something that has been dubbed as Windows 10's 'God Mode', but in reality it is just a fantastically handy way to access a massive range of system options all in one place. Create a new folder and type the name xxx.{ED7BA470-8E54-465E-825C-99712043E01C}. You can change the 'xxx' to anything you like, and when you open up the folder, you'll be presented with a massive list of Control Panel options to work with, including tweaks not found in the newer Settings app. Just don't go too mad with your new found power as you don't want to have to resort to system recovery!

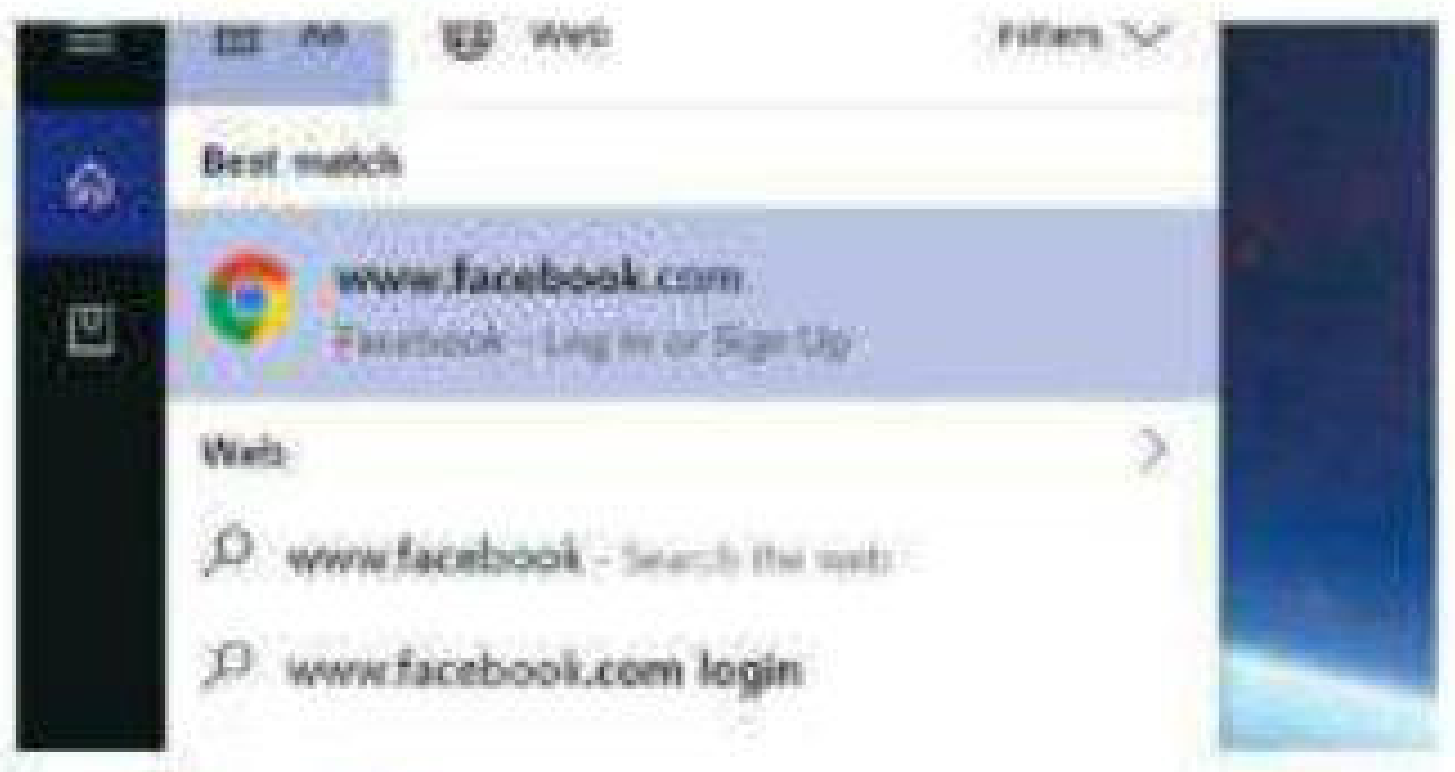
92

Make good use of the Quick Access menu

Right-click the 'Start' button or press [Win]+[X] and you'll open up a hidden Start menu. It provides a number of convenient shortcuts to powerful tools, including various Control Panel applets, Device Manager and the Command Prompt. Add your own, or rearrange and delete existing shortcuts courtesy of the [Win]+[X] Menu Editor. Download the app from http://winaero.com/download.php?view.21 where you'll find it's easy to add handy presets like Control Panel applets and administrative tools as well as custom shortcuts.


Win+X Menu Editor for Windows 8 2.6.0.0
Add a program
Create a group
Remove
Restore defaults
Group3
Programs and Features
Power Options
Event Viewer
System
Device Manager
Network Connections
Disk Management
Computer Management
Windows PowerShell
Command Prompt
Windows PowerShell
Command Prompt
Group2
Add a Control Panel Item
Filter items:
Icon
Item
Recycle Bin
RemoteApp and Desktop Connections
Run...
Search
Security and Maintenance
Set Program Access and Computer Defaults
Show desktop
Speech Recognition
Select
Cancel

You must restart Explorer for the changes to take eff


All
Web
Filters
Best match
www.facebook.com
Facebook - Log in or Sign Up
Web
www.facebook - Search the web
www.facebook.com login

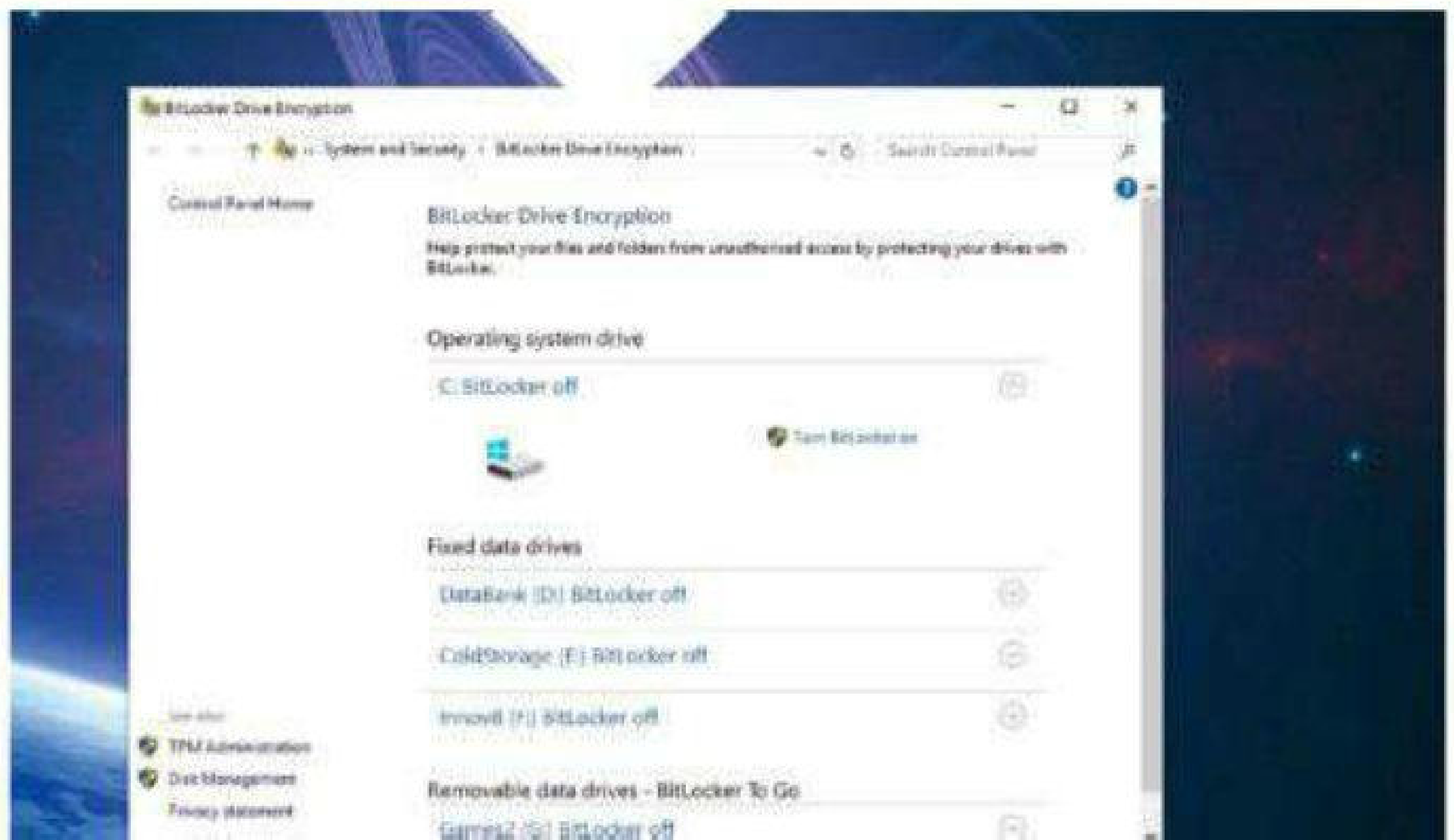
93 Launch a website from the Taskbar

Sometimes it can be too much trouble to switch from the program you are working in, move to a browser and place the cursor in the address bar before typing a URL. Instead, simply type the web address you want to visit into the Cortana search bar and it'll go straight there in your default web browser.

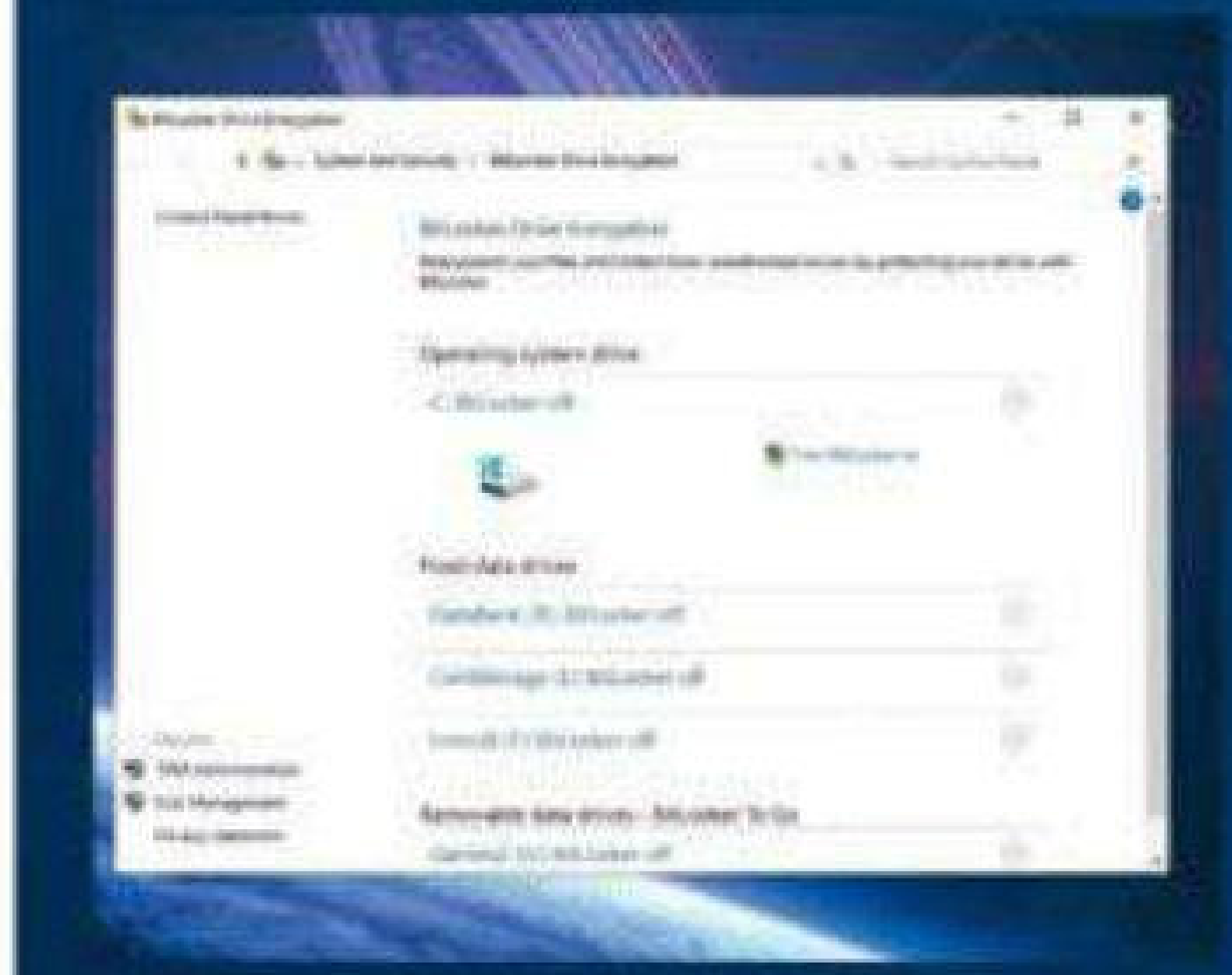
94

Create a USB boot drive

It's good to be prepared and this is where a recovery drive comes into play. Type recovery into the Search bar and choose 'Create a recovery drive'. If you already have a Windows installation disk, untick 'Back up system files to the recovery drive' to save space before clicking 'Next', then select a USB flash drive to create the drive on. If necessary, boot from this drive to access Windows repair options when Windows itself won't boot.


BitLocker Drive Encryption
System and Security
BitLocker Drive Encryption
Search Control Panel
Control Panel Home
BitLocker Drive Encryption
Operating system drive
C: BitLocker off
Turn BitLocker on
Fixed data drives
DataBank (D:) BitLocker off
ColdStorage (E:) BitLocker off
Innov8 (F:) BitLocker off
Removable data drives - BitLocker To Go
Games2 (G:) BitLocker off
See also
TPM Administration
Disk Management
Privacy statement

Help protect your files and folders from unauthorized access by protecting your drives with BitLocker.

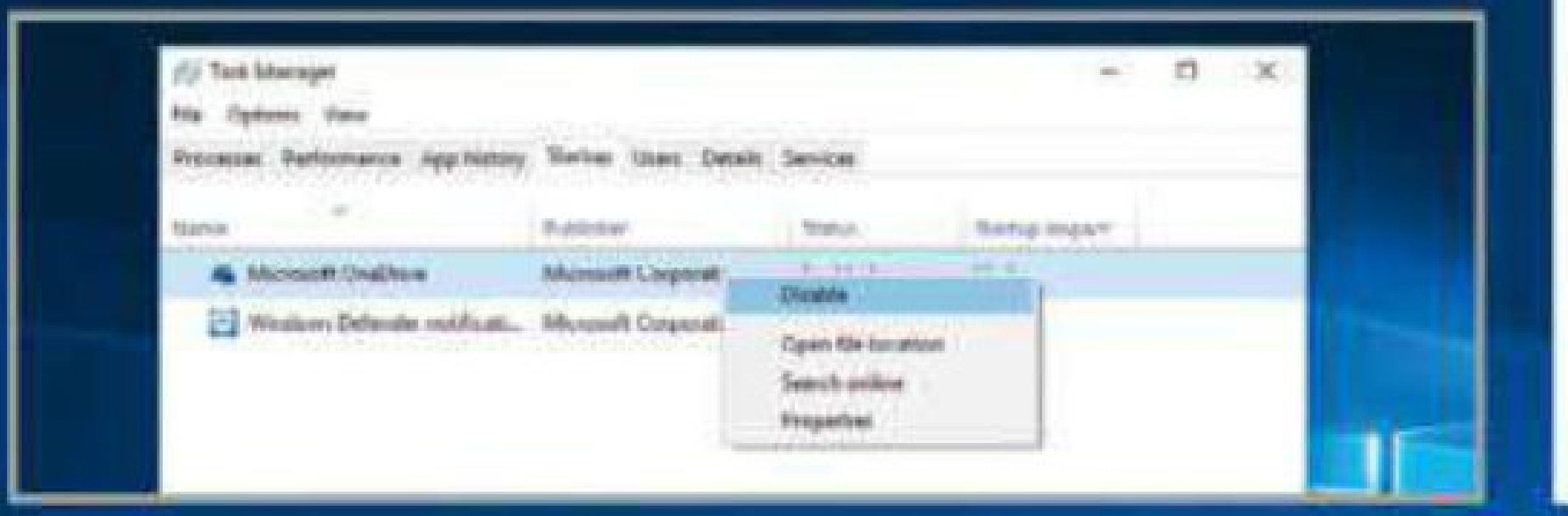


95 Use encryption with your drives

If you're running Windows 10 Pro, type bitlocker into the Search bar to switch on Bitlocker drive encryption; if not, download the free Veracrypt app from https://veracrypt.codeplex.com.

96 Give your start-up a good speed-up

Type 'startup' into search and click the best match to be taken to the Task Manager's Startup tab. Disable any programs you know you don't want to start with your computer This can reduce its boot times significantly.

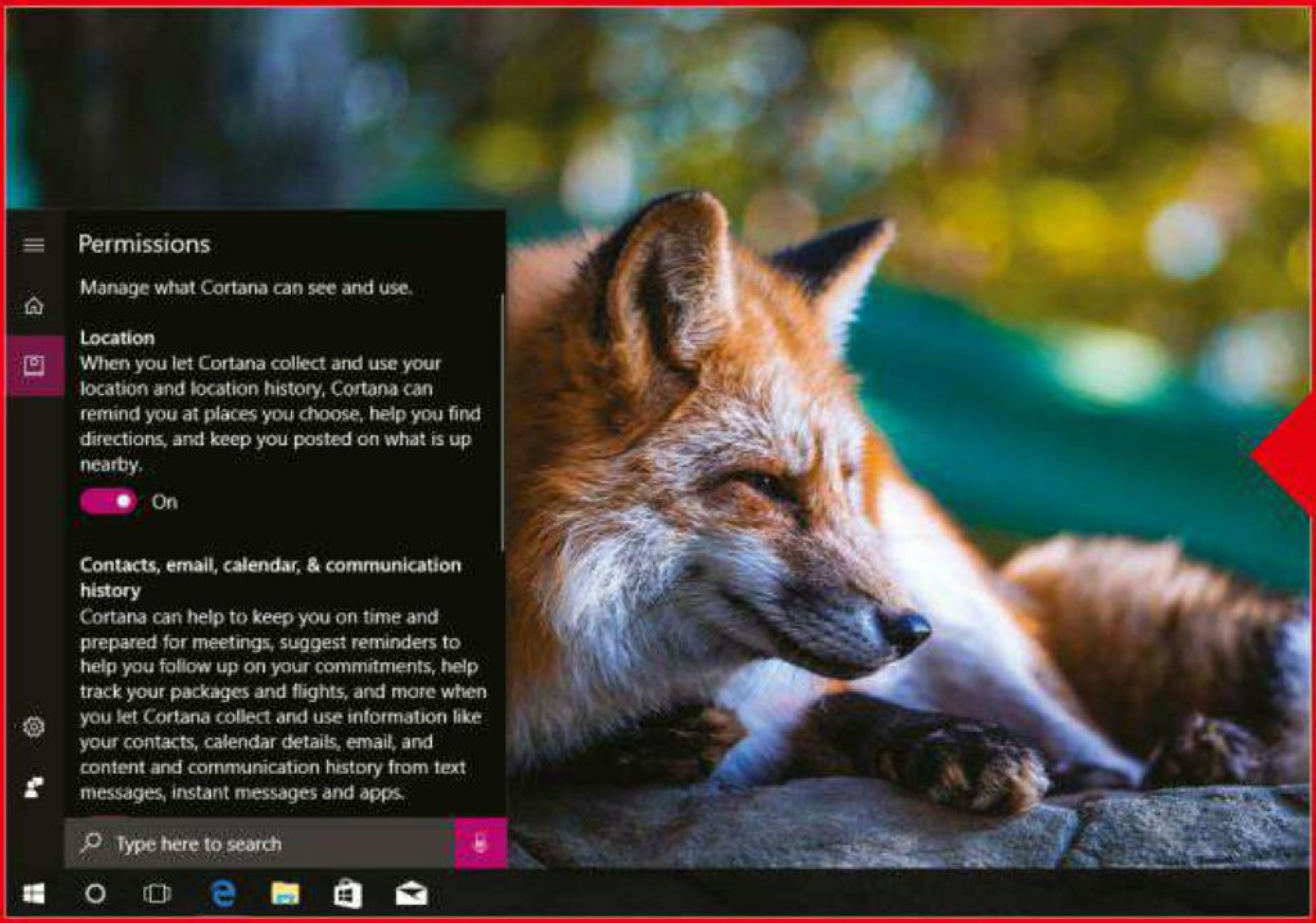

Task Manager
File Options View
Processes Performance App history Startup Users Details Services
Name
Publisher
Status
Startup impact
Microsoft OneDrive
Microsoft Corporat...
Windows Defender notificati...
Microsoft Corporati...
Disable
Open file location
Search online
Properties

97 Create new folders quickly

There's no need to lift your hands from the keyboard when you need to create a new folder in Explorer – there's a much simpler way! To carry out this handy little trick, just use the special keyboard shortcut [Ctrl]+[Shift]+[N], type a name for the folder and press [Enter].

98 Personalize your PC's information

You can change what's displayed in the System Properties screen to just about anything you like (within reason). The information is held in the registry, but why fiddle about there? Instead, fire up Ultimate Windows Tweaker and navigate to the 'Additional' section. Click the 'Edit OEM Information' button and enter your details – you can even include a logo too. You'll need to prepare a 120x120px image in your image editor and save it with the .BMP extension, otherwize it won't appear.



Permissions

Manage what Cortana can see and use.

Location

When you let Cortana collect and use your location and location history, Cortana can remind you at places you choose, help you find directions, and keep you posted on what is up nearby.

On

Contacts, email, calendar, & communication history

Cortana can help to keep you on time and prepared for meetings, suggest reminders to help you follow up on your commitments, help track your packages and flights, and more when you let Cortana collect and use information like your contacts, calendar details, email, and content and communication history from text messages, instant messages and apps.

Type here to search

99

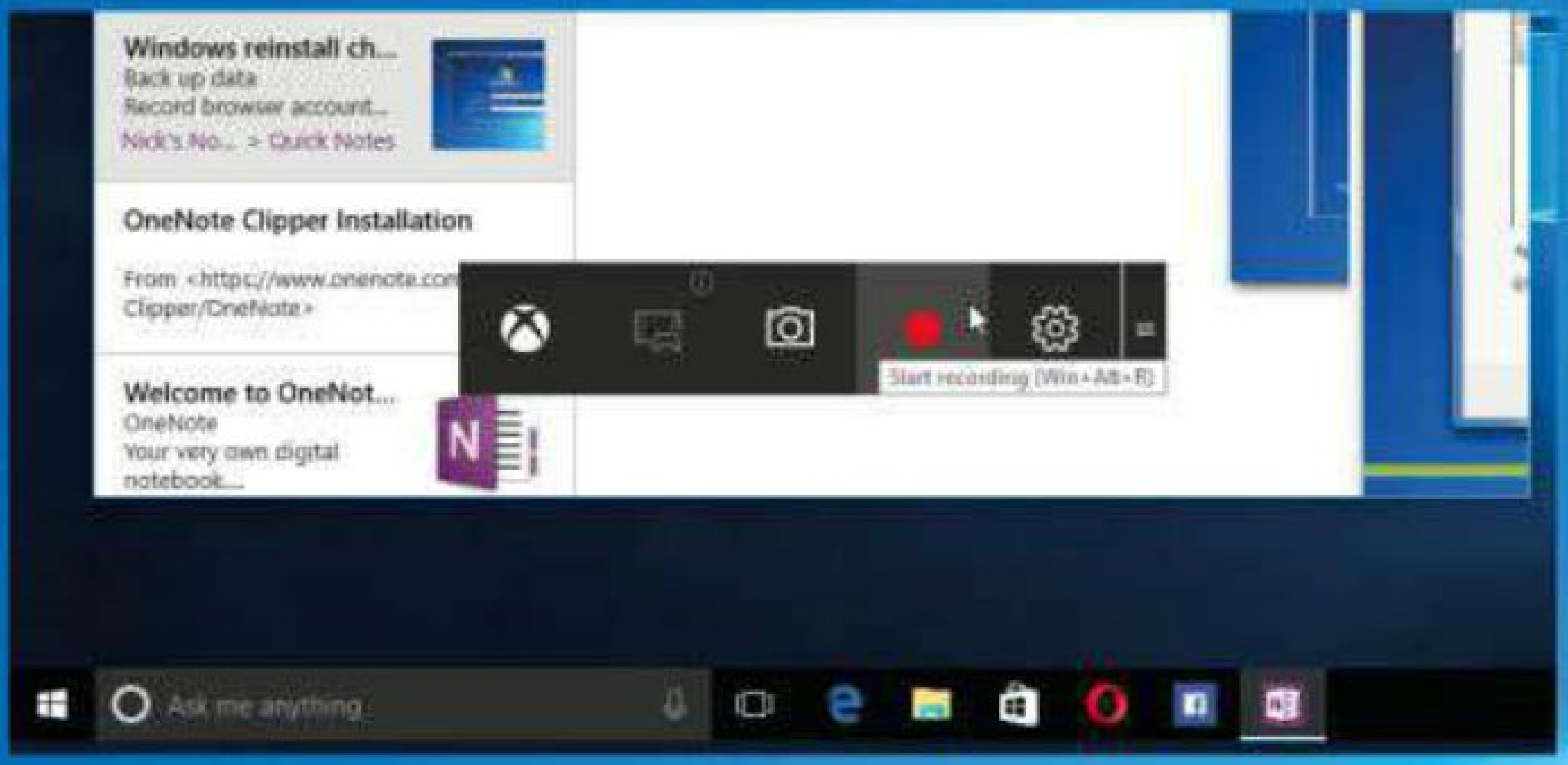
Restrict Cortana

By default, Cortana's search filter will be set to Moderate, filtering most adult content from web results. The safesearch settings can be accessed by opening Cortana, clicking on the cog icon and scrolling down. Cortana will keep a record of everything you've searched for. Click on the notebook tab in the top left, then go to permissions and you can stop Cortana from accessing your email, calender, location and other app data. If it already has data form these services you can erase it by going to the settings menu and there will be an option to erase this history.

100

Record app actions in Windows 10

Windows 10 features a Game DVR function, which allows you to record your progress in a game as a movie if its hardware supports it. What's less well known is that this DVR function works with any app you've installed. Simply press [Win]+[G] when inside your target app and tick 'Yes, this is a game' when prompted. If you plan to share your video with others, it makes sense to set it to the correct aspect ratio: 16:9 or 16:10 is usually best.


Windows reinstall ch...
Back up data
Record browser account...
Nick's No... > Quick Notes
OneNote Clipper Installation
From <https://www.onenote.com
Clipper/OneNote>
Welcome to OneNot...
OneNote
Your very own digital notebook...
Start recording (Win+Alt+R)
Ask me anything

Final thoughts...

The Anniversary Update to Windows 10 introduced some great new features, but it's easy to remain trapped in a rut, sticking with what you know, even when there are better and often more efficient ways of doing things in Windows. We've covered a wide range of topics and features in this tips extravaganza, but there's plenty more to be found too. Take the time to explore the many tweaks on offer – you're bound to find at least one extra useful setting. We've hopefully revealed dozens of tips you'll find incredibly useful.

Simply researching and writing them has uncovered new and better ways of doing things for us too, and that's ultimately the best barometer of all – if you find something that improves your own way of doing things, then chances are it'll help others too.

Learn how to…

Customize your new Windows 10 Start Menu

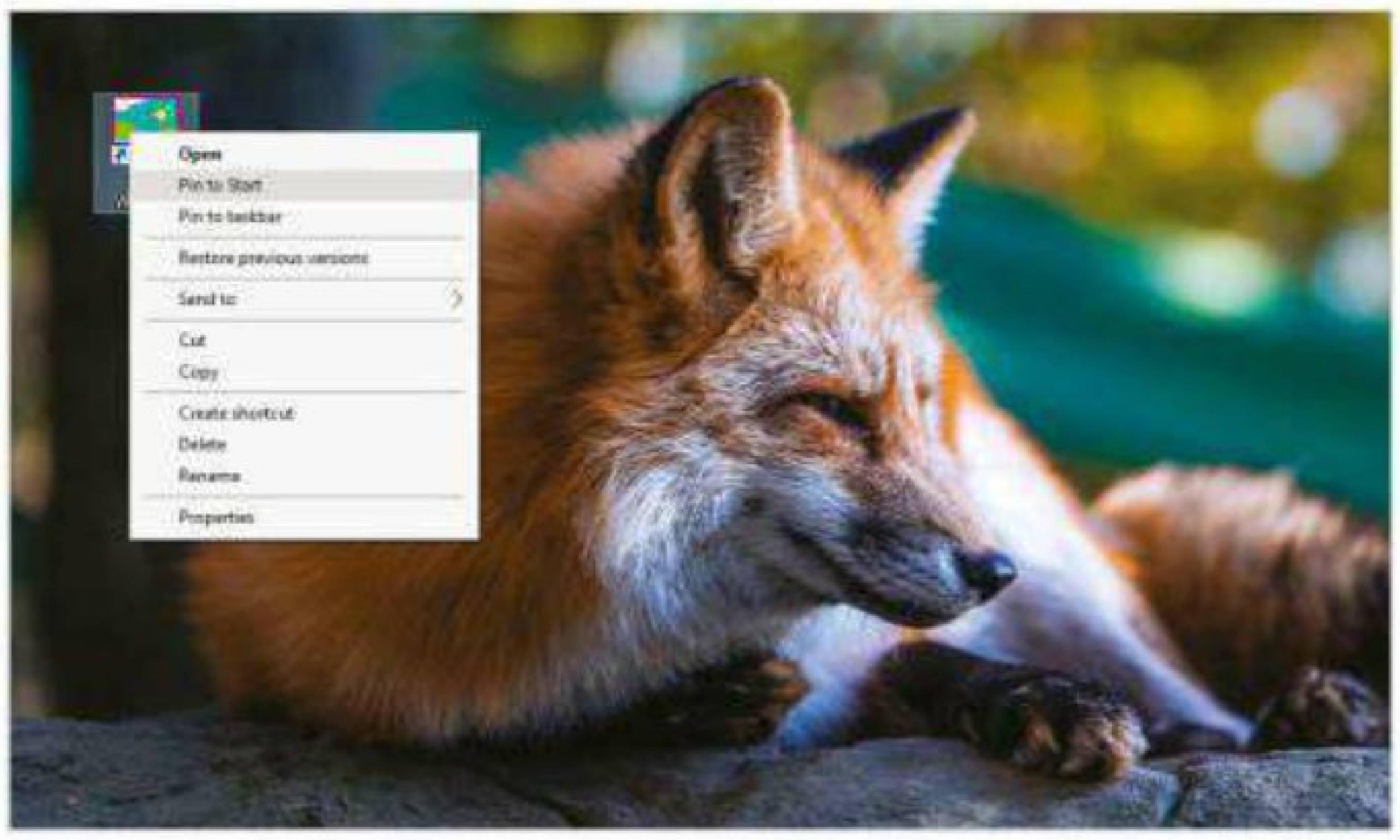
The Start menu is easy to customize in Windows 10, allowing you to put exactly what you need for work and play right at your fingertips

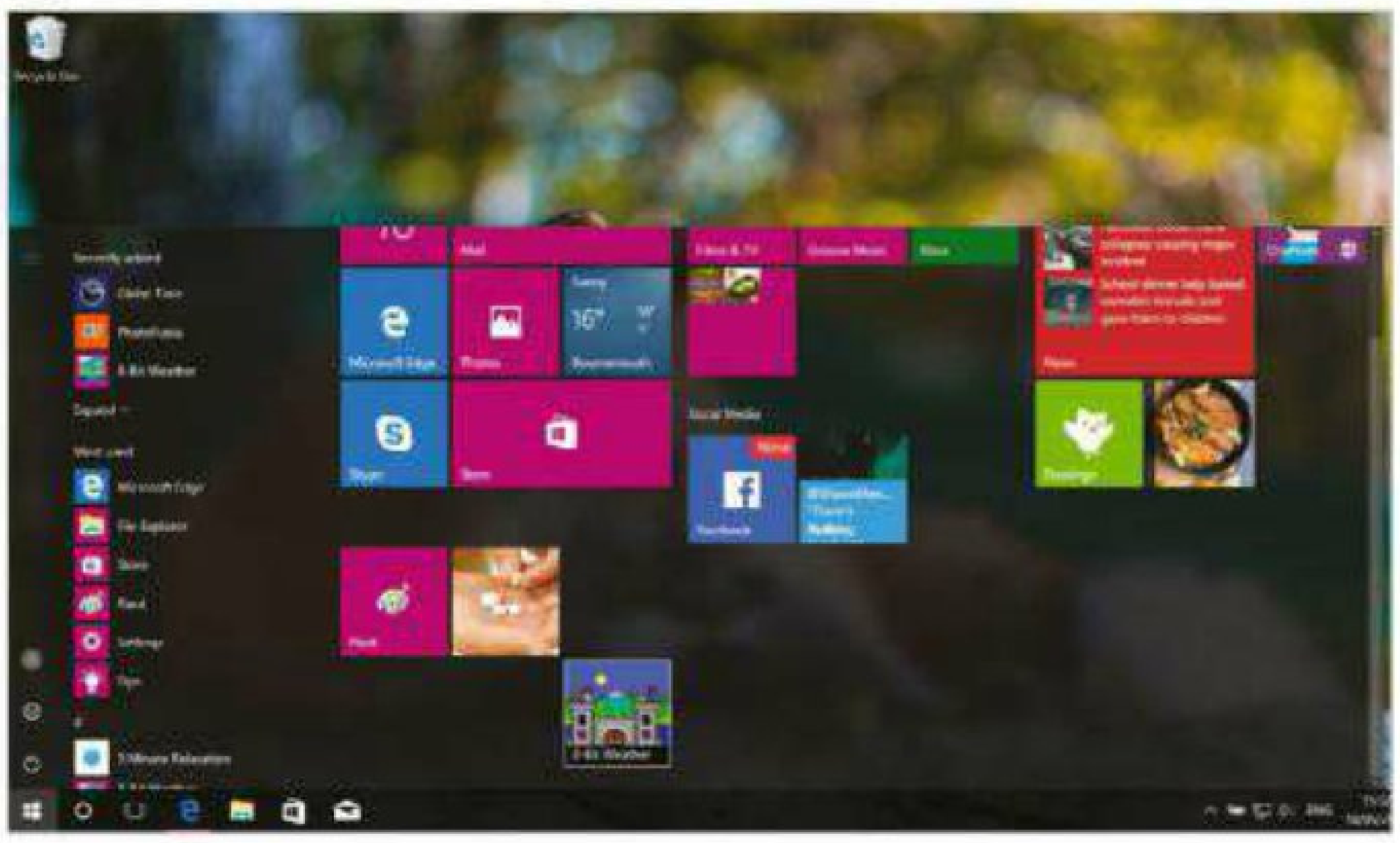
TIME TAKEN
10 minutes

With Windows 10 you get a new-look desktop that combines the best bits of Windows 7 and Windows 8, so you'll feel right at home when you fire it up for the first time. Because it's so familiar you'll be up and running with your new operating system in next to no time. Of course, there's plenty that's different, but Windows 10 is designed to make your computing life easier and even more streamlined than ever before.

In this tutorial, we start the journey by looking at the new Start menu, and see what has changed and what you'll find familiar from previous versions of Windows, and most crucially, how to improve it so that your Windows 10 experience is the best it can be.

Take control of your PC





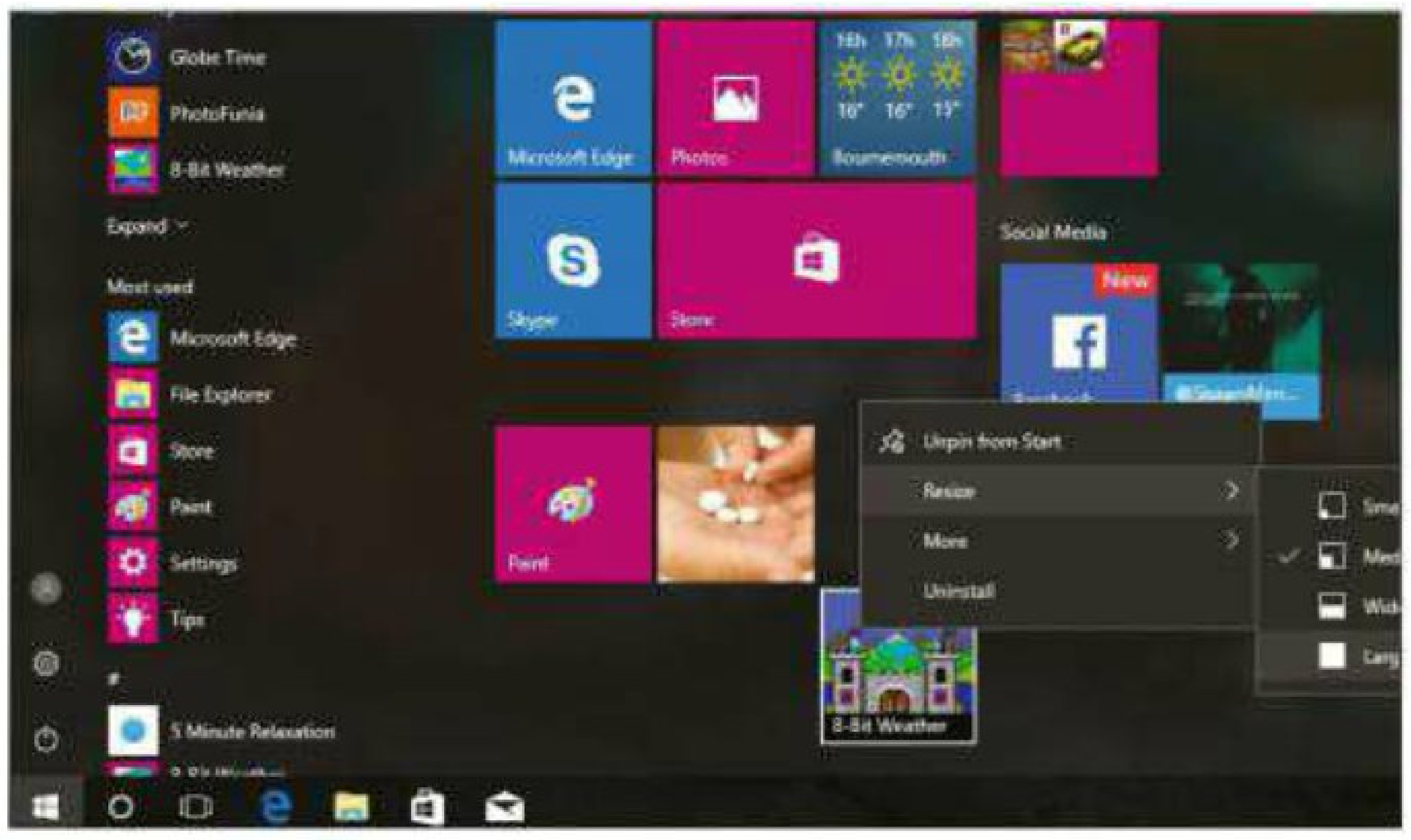
1 Pin an app to the Start Menu

We'll begin by adding programs to the new Start menu. If you're familiar with how to do this in Windows 7, it follows exactly the same routine here. Find the app you wish to add, right-click it and select 'Pin to Start'.

2 On the tiles

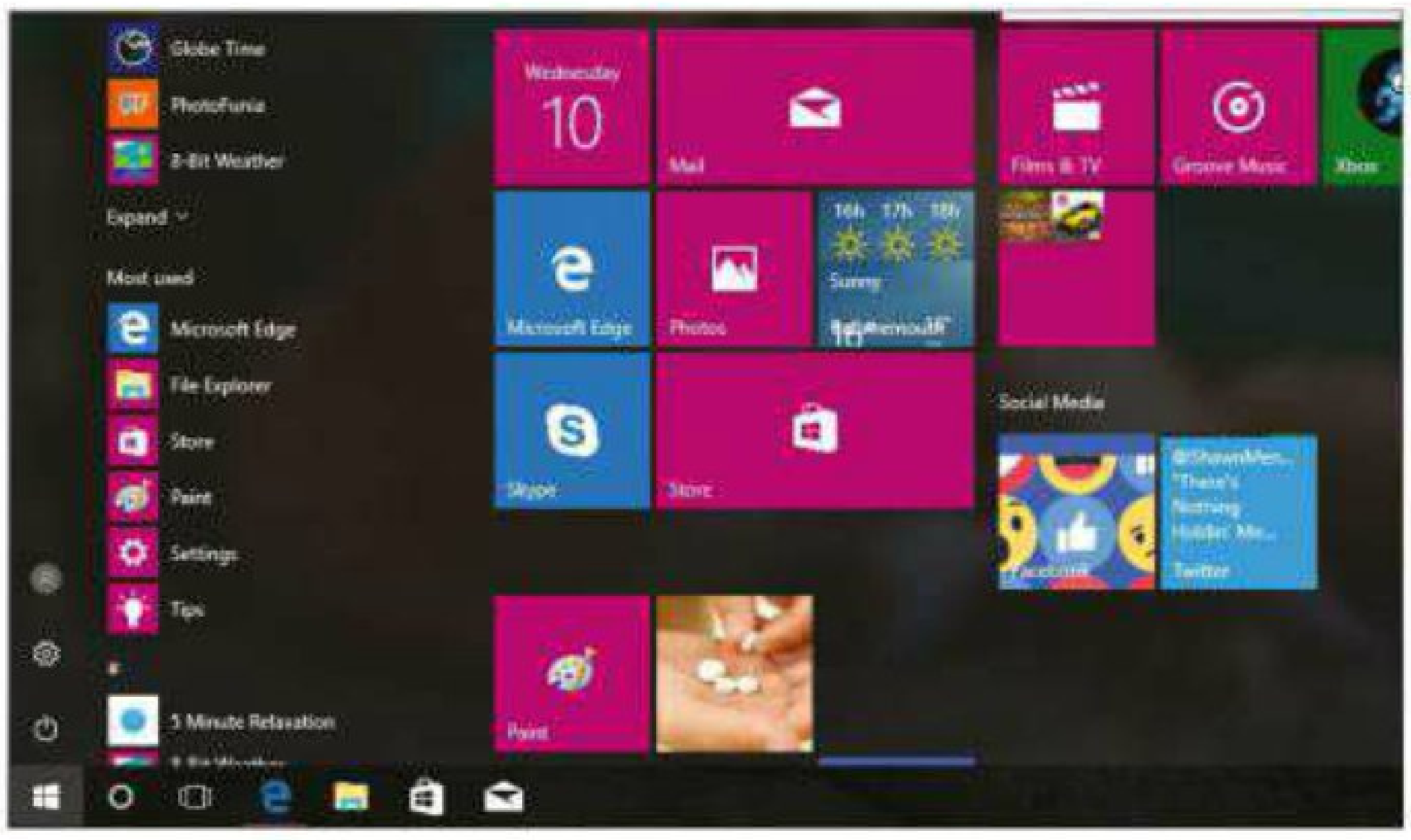
We now have the app's icon pinned to the Start menu as a tile. You can customize your Start menu by resizing and moving the tiles around. Right-click one to bring up a drop-down menu. Here you can switch live tiles off or on, resize them and more.

Back Issues: StoreMags.Com


Globe Time
PhotoFunia
8-Bit Weather
Expand
Most used
Microsoft Edge
File Explorer
Store
Paint
Settings
Tips
5 Minute Relaxation
Microsoft Edge
Photos
Bournemouth
Skype
Store
Social Media
New
Paint
Unpin from Start
Resize
More
Uninstall
8-Bit Weather

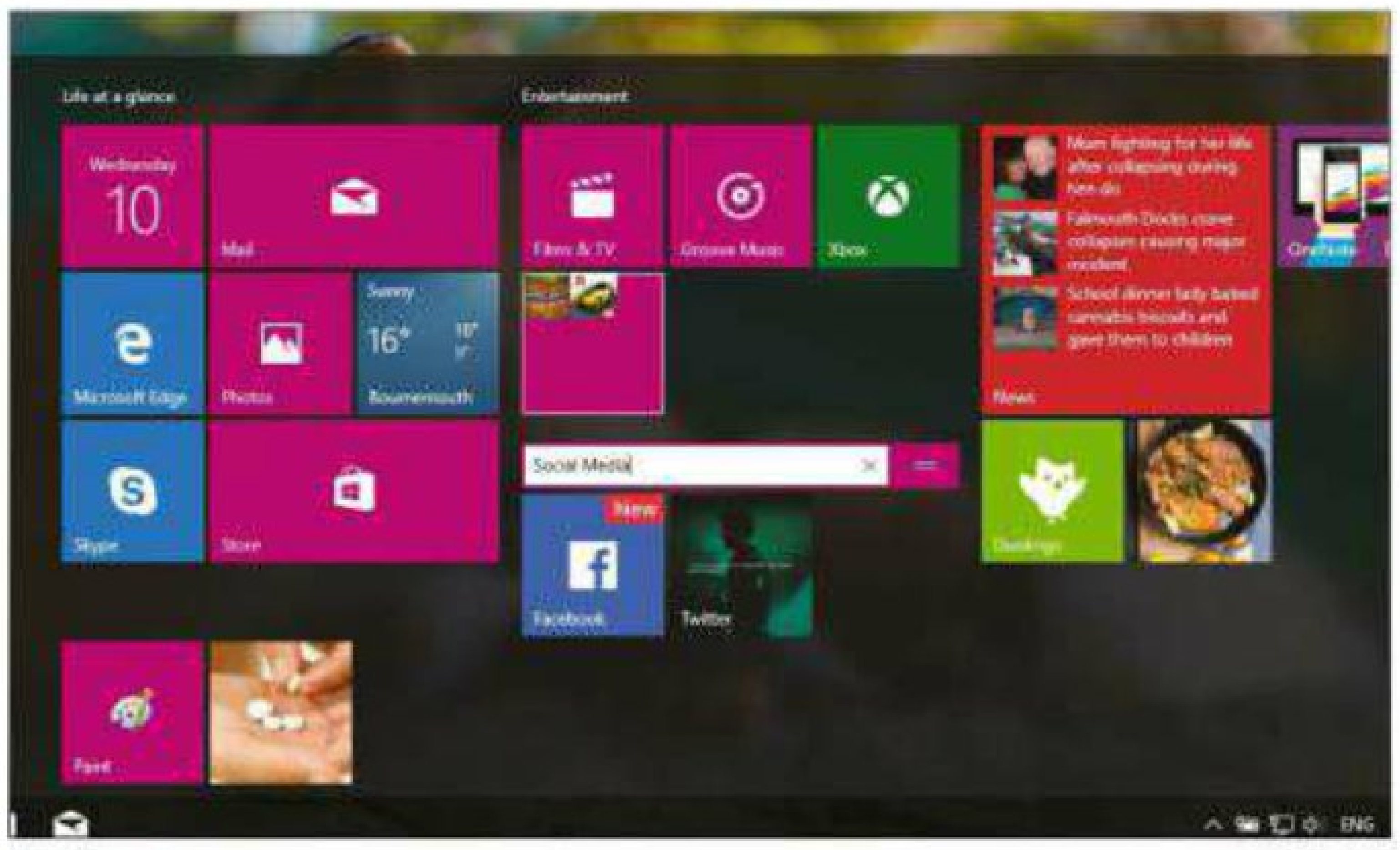
3 Resizing pinned apps

Here we'll resize a tile to make it smaller. Apps from the Windows Store offer more resizing options, while other programs only have the option to go from medium to small. You can drag the tiles into the order that suits you best.


Globe Time
PhotoFunia
8-Bit Weather
Expand
Most used
Microsoft Edge
File Explorer
Store
Paint
Settings
Tips
5 Minute Relaxation
Wednesday
10
Mail
Films & TV
Groove Music
Xbox
Microsoft Edge
Photos
Sunny
Bournemouth
Social Media
Skype
Store
Facebook
Twitter
Paint

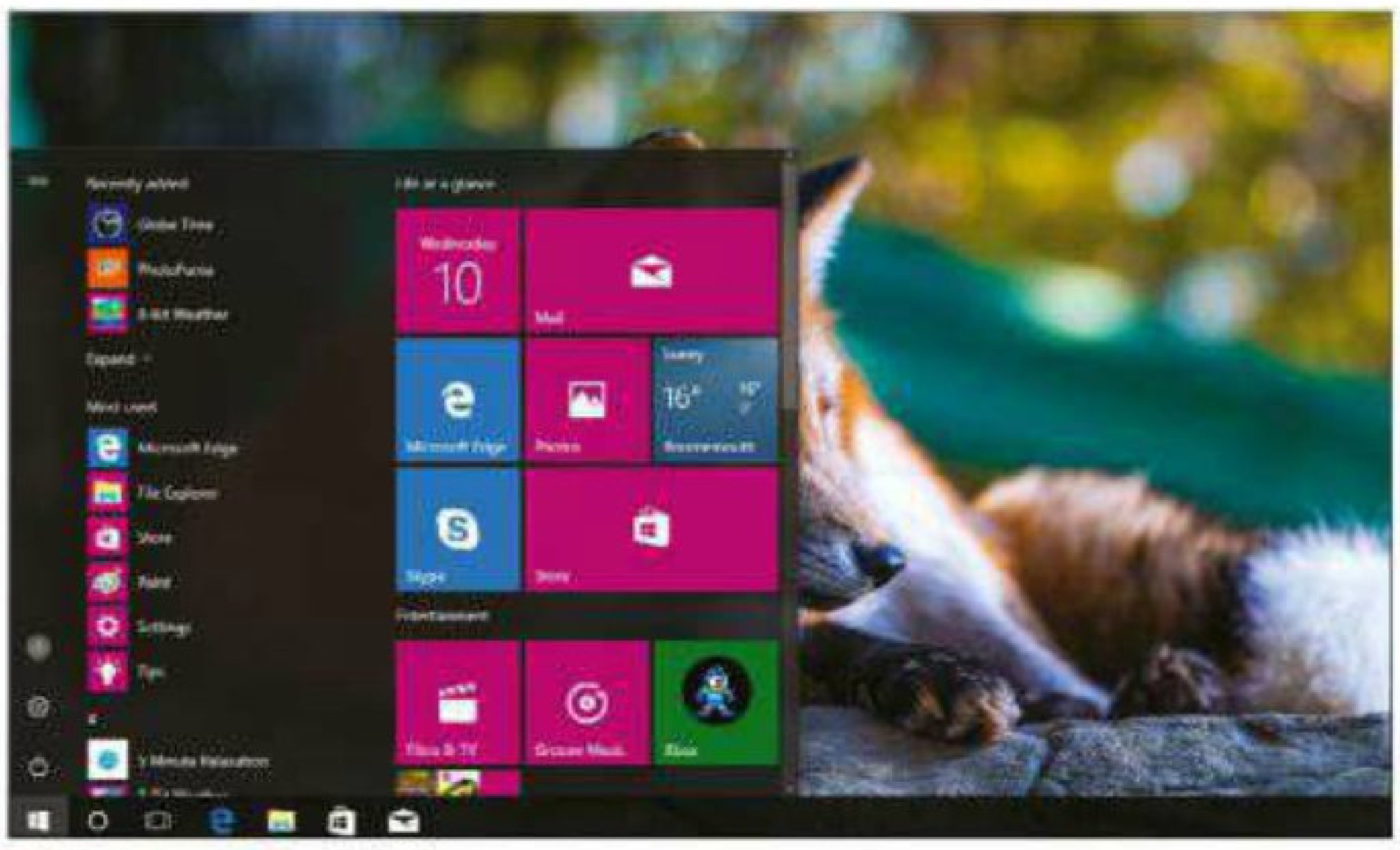
4 Group and title

You can also arrange tiles into groups. The groups can be renamed into categories, for example. To do this, move your cursor just above each column group and left-click once, you can now type in a name for the group.


Life at a glance
Entertainment
Wednesday
10
Mail
Films & TV
Groove Music
Xbox
Microsoft Edge
Photos
Sunny
16°
Bournemouth
News
Skype
Store
Social Media
New
Facebook
Twitter
Paint

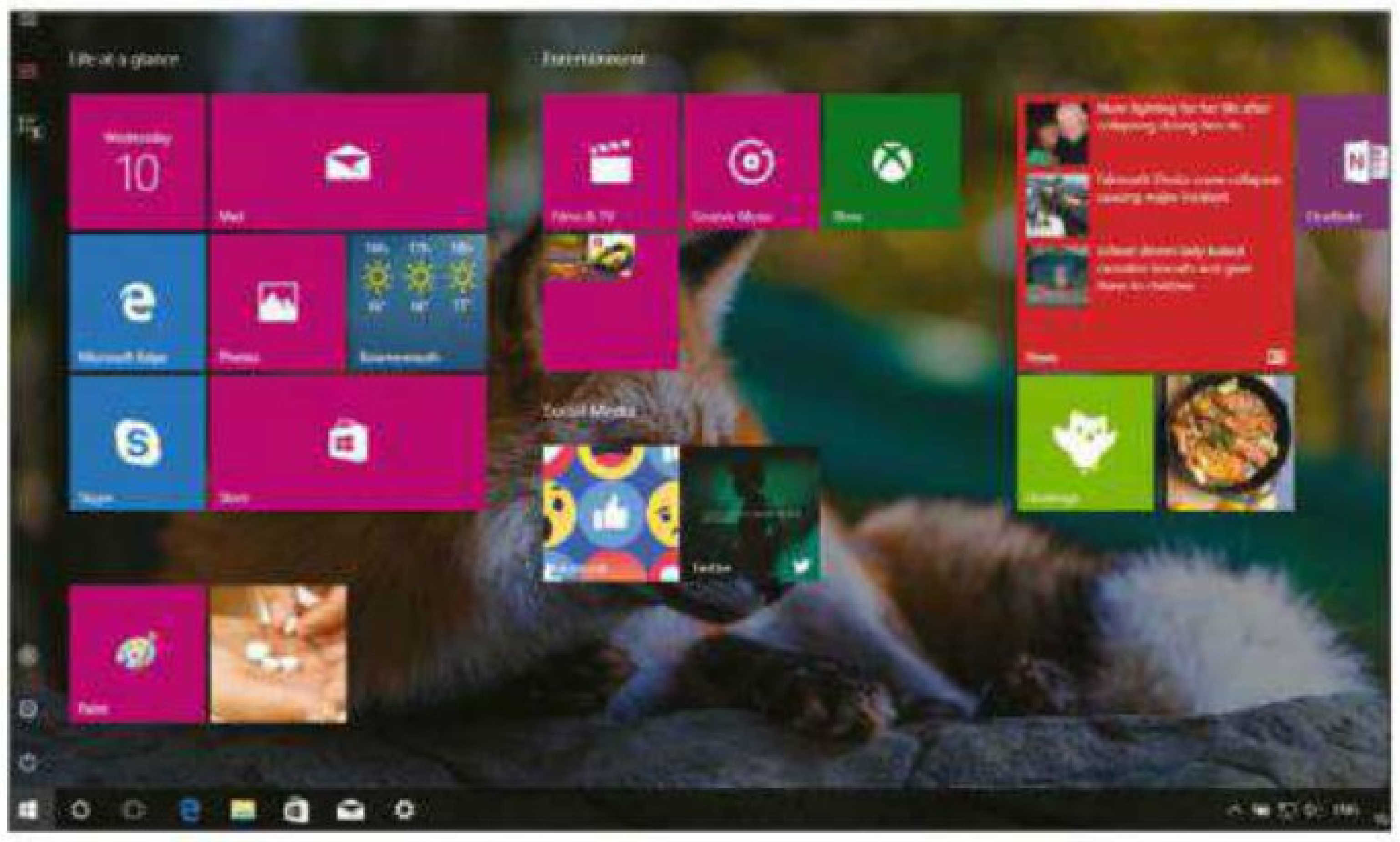
5 Bundle Apps

With Windows 10 Start Menu comes a slight change in the way you access groups of apps. You can click and drag one app tile over another and when dropped the two are put into a small folder which expands when clicked.


Recently added
Life at a glance
Globe Time
PhotoFunia
8-Bit Weather
Expand
Most used
Microsoft Edge
File Explorer
Store
Paint
Settings
Tips
5 Minute Relaxation
Wednesday
10
Mail
Sunny
16°
Microsoft Edge
Photos
Bournemouth
Skype
Store
Entertainment
Films & TV
Groove Music
Xbox

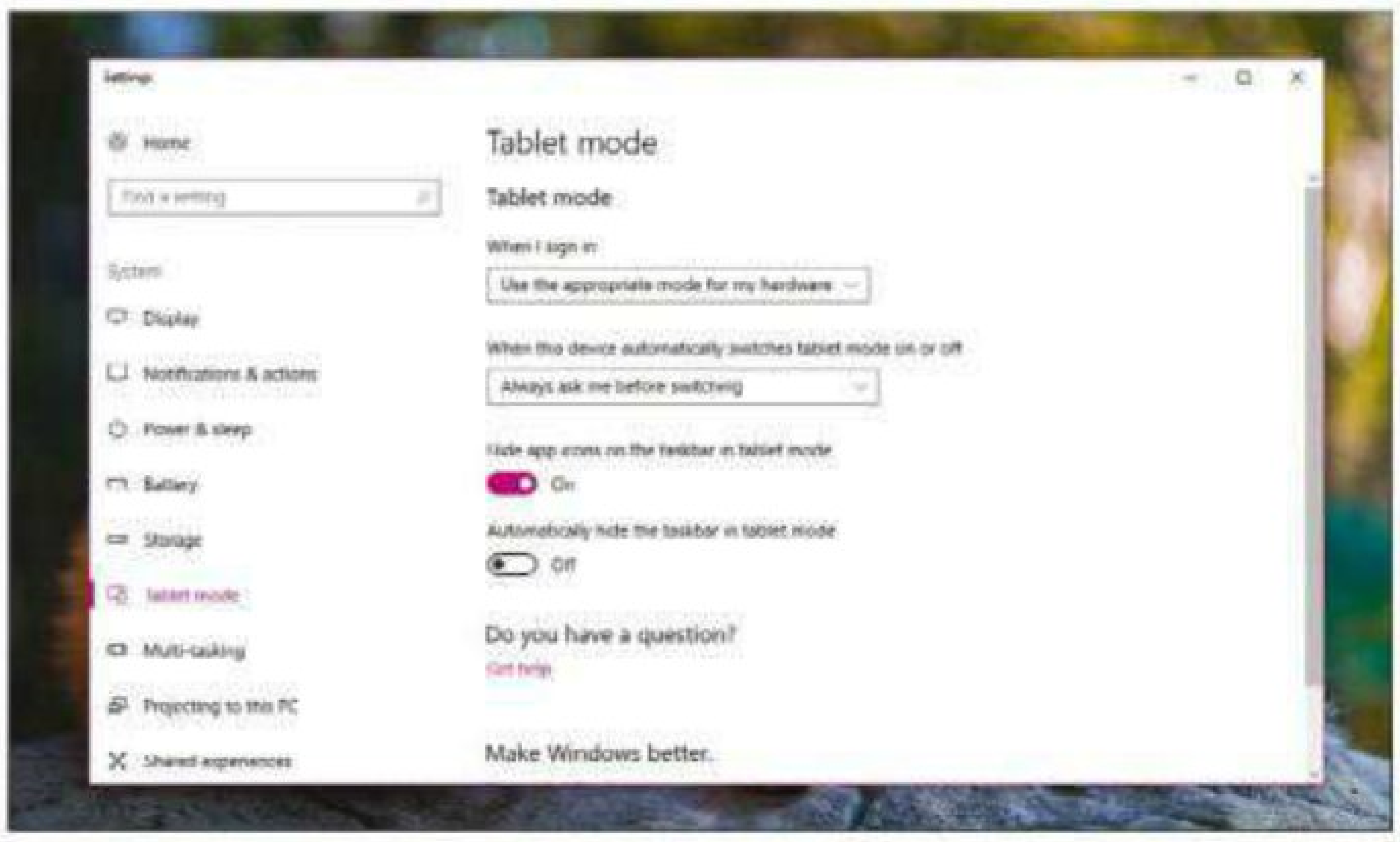
6 Resize the entire menu

If you feel the Start menu is still a little too big, you can resize the entire thing. As you would with a window, move the mouse to the edge of the Start menu and left-click. Now hold to drag and resize the Start Menu to the size you want.


Life at a glance
Entertainment
Wednesday
10
Mail
Films & TV
Groove Music
Xbox
Microsoft Edge
Photos
Bournemouth
News
Skype
Store
Social Media
Facebook
Twitter
Paint

7 Make the menu full screen

If you liked the way Windows 8 had a full-screen Start menu then you can get it back by clicking on Start button, then 'Settings' and then 'Personalize'. Next, click on 'Start' then turn on 'Use Start full screen'.


Settings
Home
Find a setting
System
Display
Notifications & actions
Power & sleep
Battery
Storage
Tablet mode
Multi-tasking
Projecting to this PC
Shared experiences

Tablet mode

Tablet mode

When I sign in: Use the appropriate mode for my hardware

When this device automatically switches tablet mode on or off: Always ask me before switching

Hide app icons on the taskbar in tablet mode: On

Automatically hide the taskbar in tablet mode: Off

Do you have a question?

Get help

Make Windows better.

8 Enable Tablet Mode

Il you have a 2-in-1 tablet, the more desktop-like interface may not be right for you. If you want to change back to a style more akin to Windows 8, click 'Settings' from the Start menu, then go to 'System' and switch on 'Tablet Mode'.

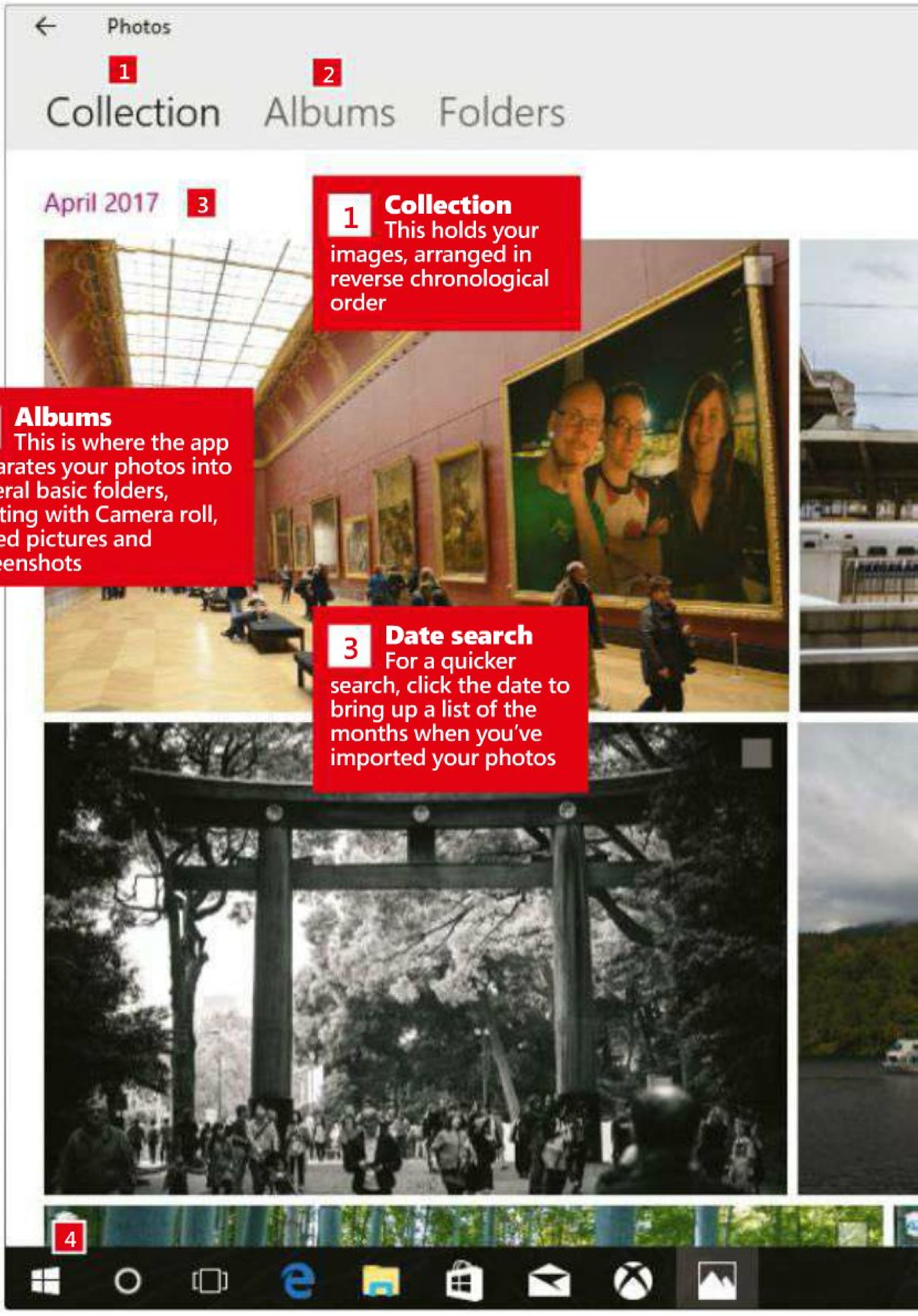
Learn how to...

Organize your media

Make finding what you want a breeze thanks to Windows 10's new abilities

TIME TAKEN
10 minutes

With the launch of Windows 10, Microsoft has taken everything we knew and loved about Windows 8 and given it a new lick of paint. And although it looks lovely on the outside, it could potentially confuse you if you're used to the traditional control panels and networking options found in the earlier versions of Windows (especially seeing as these connection menus haven't really changed since the dawn of Windows XP). In this tutorial, we'll show you how to connect to a wireless or ethernet network, figure out how strong your signal strength is and how your network is performing. We'll also show you how to connect to Bluetooth devices and access and change settings in Windows Firewall. Before you know it you'll be networking like a professional.

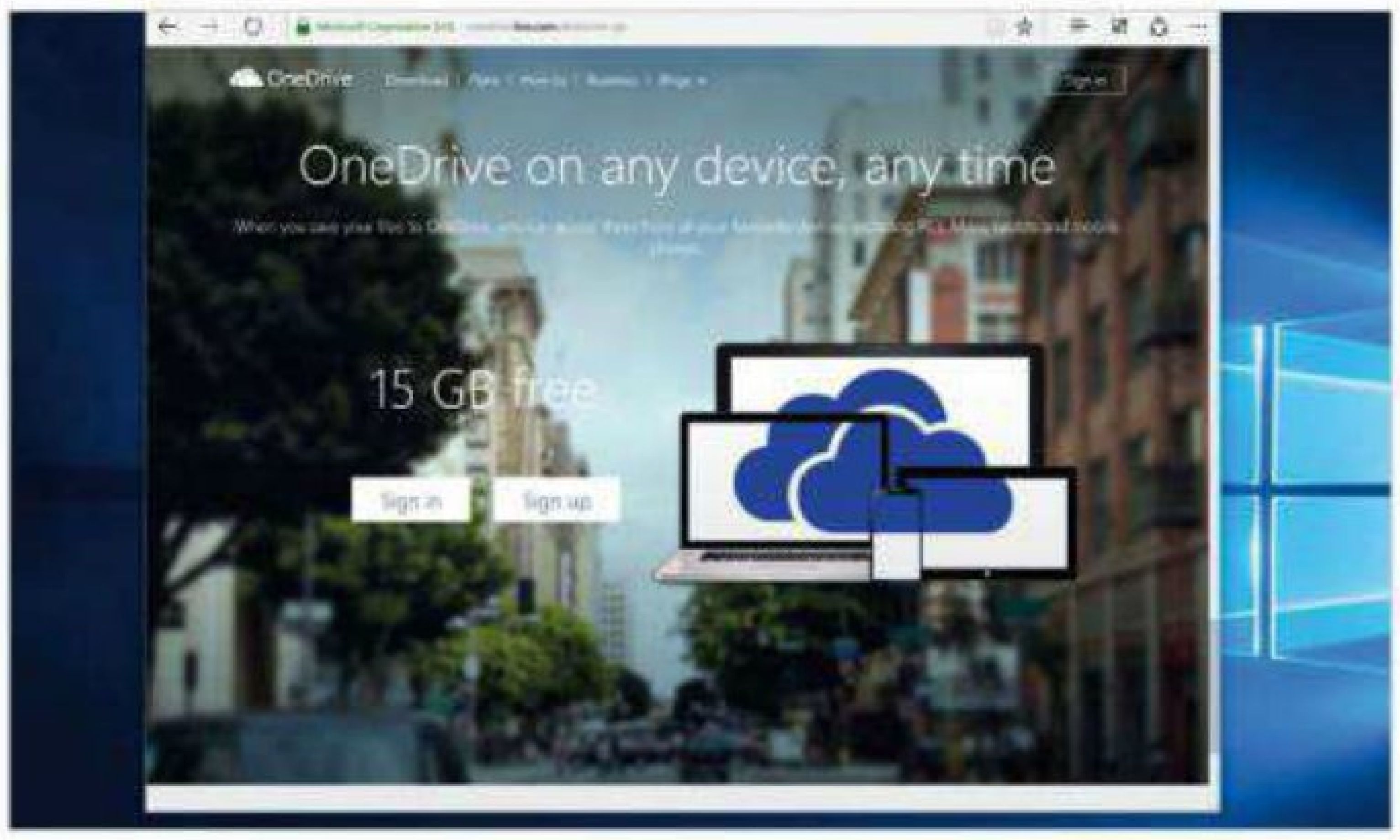

Photos
1
Collection
2
Albums
Folders
April 2017
3
4

1 Collection This holds your images, arranged in reverse chronological order

2 Albums This is where the app separates your photos into several basic folders, starting with Camera roll, Saved pictures and Screenshots

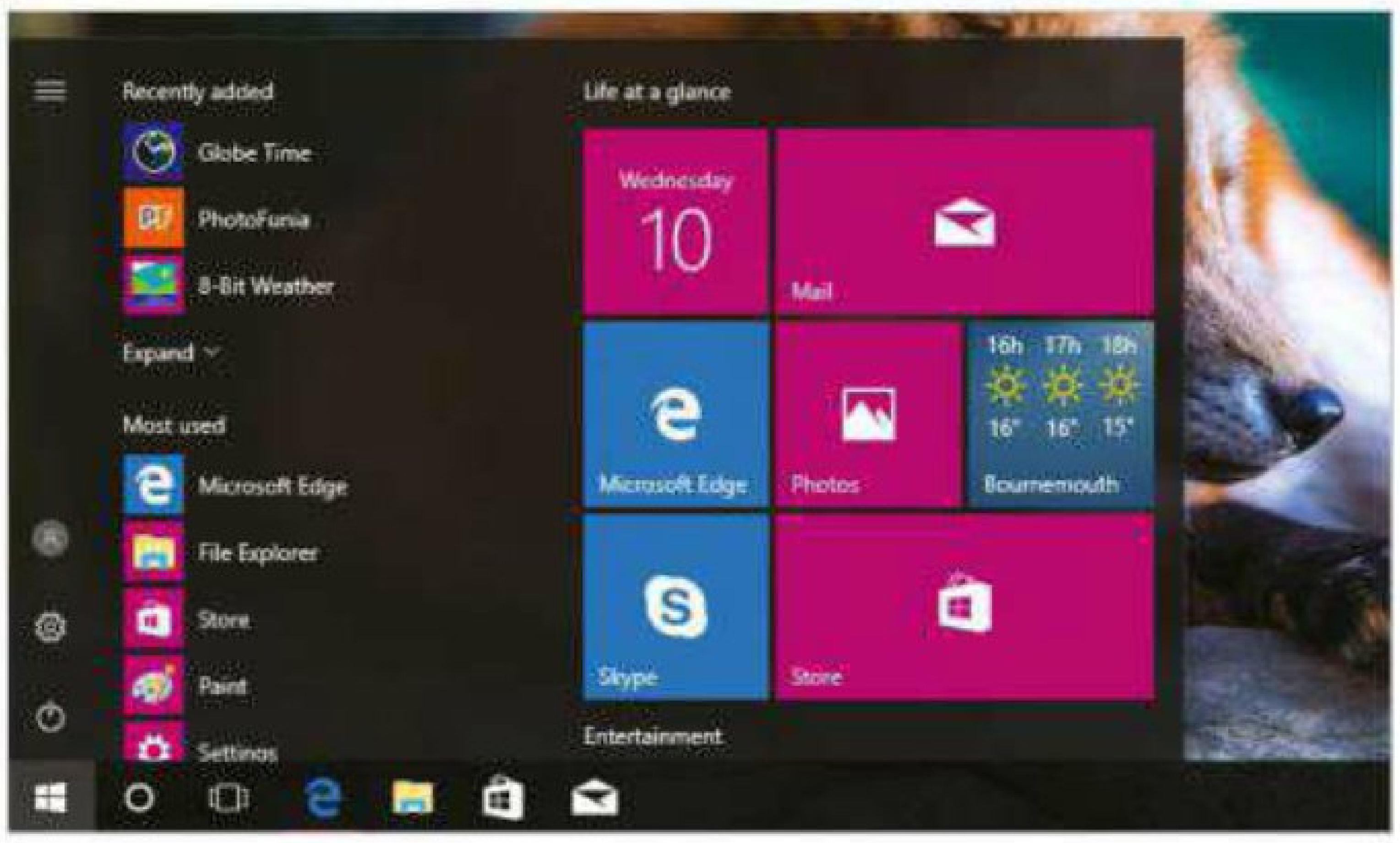
3 Date search For a quicker search, click the date to bring up a list of the months when you've imported your photos

Get super organized by getting connected


OneDrive
OneDrive on any device, any time
15 GB free
Sign in
Sign up

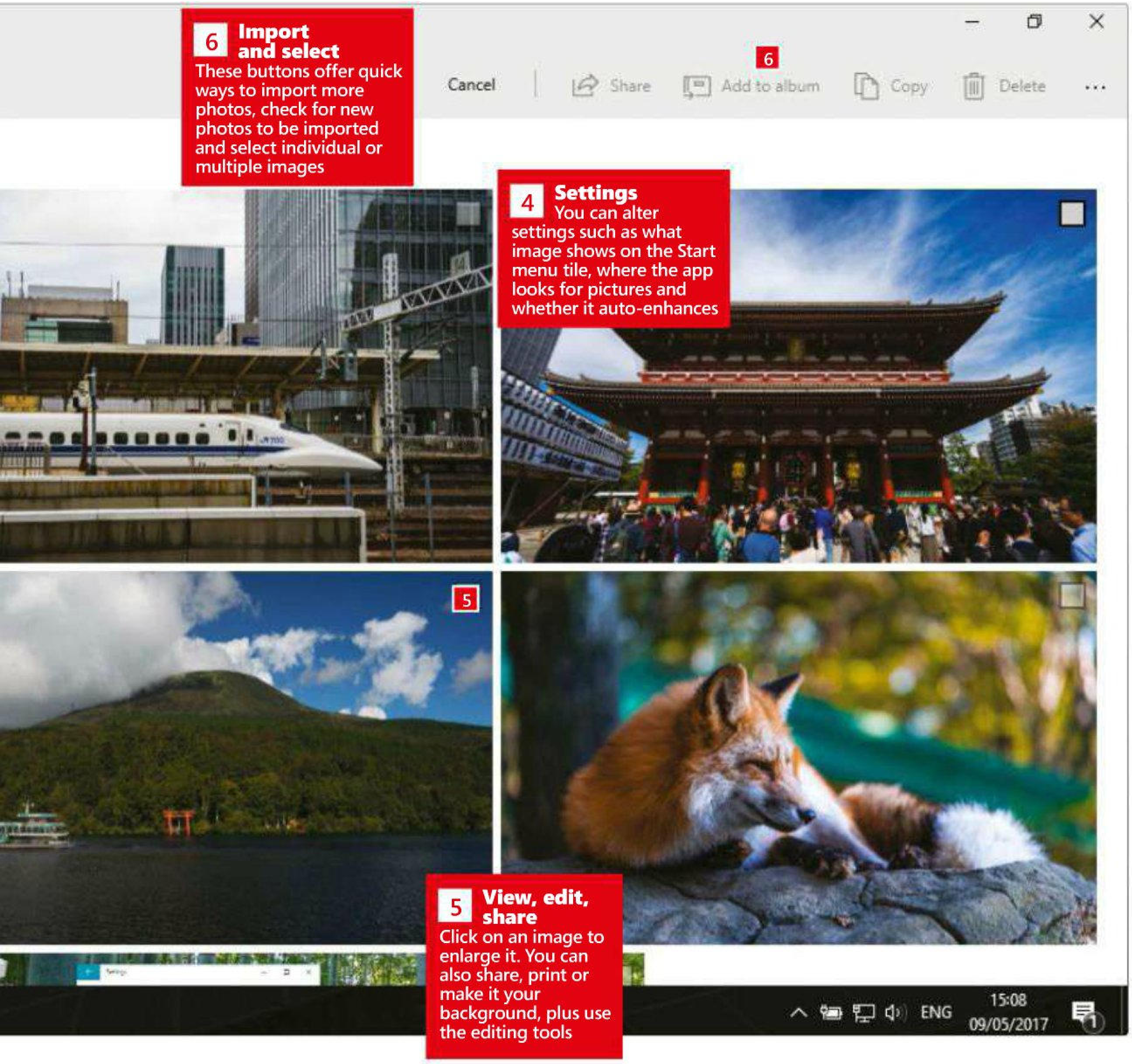
1 Set up OneDrive

If you've set up your Microsoft account, you'll have access to Microsoft's cloud storage service, OneDrive. If not, sign up at www.onedrive.com. You get 5GB of free storage, which rises to 1TB if you're an Office 365 subscriber. Next, install the OneDrive app on your phone and tablet, then set your device to automatically upload to your OneDrive.


Recently added
Globe Time
PhotoFunia
8-Bit Weather
Expand
Most used
Microsoft Edge
File Explorer
Store
Paint
Settings
Life at a glance
Wednesday
10
Mail
Microsoft Edge
Photos
Bournemouth
Skype
Store
Entertainment

2 Find your way

You'll discover the new Photos app within the Start menu. It should be one of the blue tiles on the right, unless you've already got some snaps on your PC, or in your OneDrive account, in which case it will feature one of those pictures. If you can't spot it, click 'All apps' in the bottom-left of the menu and scroll down. It's the same process for the apps we'll talk about later.


Cancel
Share
6
Add to album
Copy
Delete
5
ENG
15:08
09/05/2017

6 Import and select These buttons offer quick ways to import more photos, check for new photos to be imported and select individual or multiple images

4 Settings You can alter settings such as what image shows on the Start menu tile, where the app looks for pictures and whether it auto-enhances

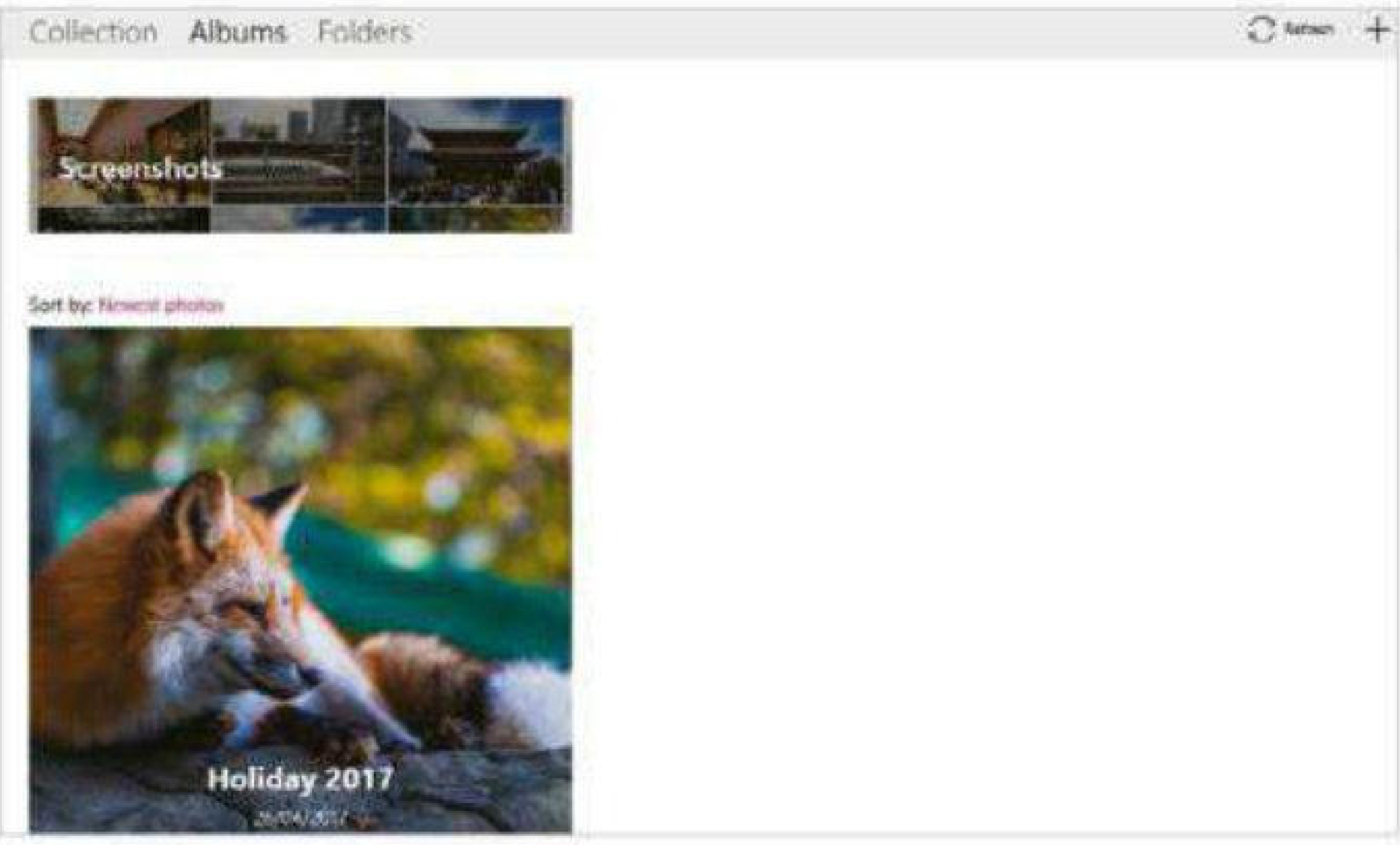
5 View, edit, share Click on an image to enlarge it. You can also share, print or make it your background, plus use the editing tools

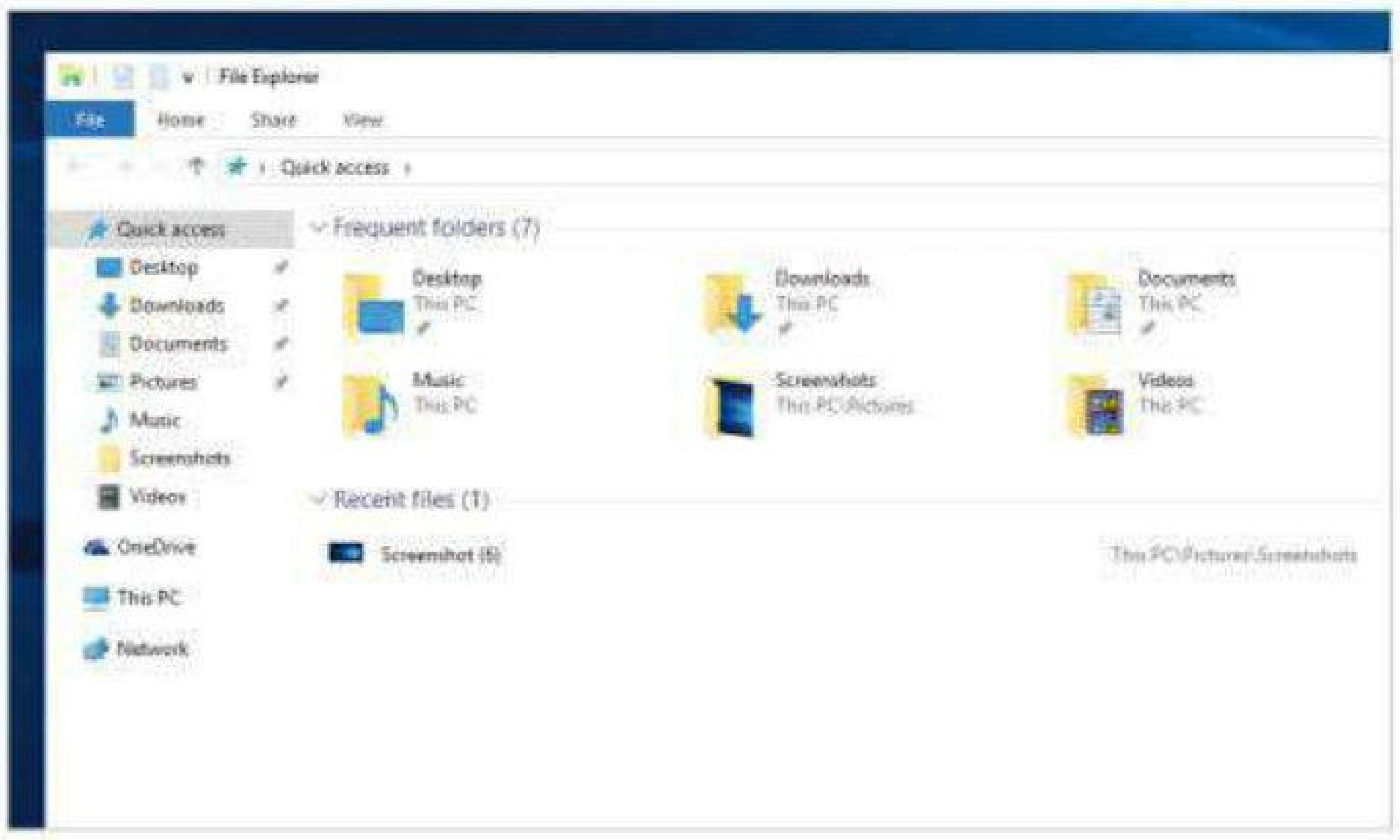
Jargon buster!

iCloud
Storage services, such as OneDrive, that back up your data online. Keeping files in the cloud means they're safe if your PC dies, plus you can access them from any computer with internet access.

Import
The process of adding files to your PC or an app, for example from a memory card or USB stick.

App
Applications are self-contained programs. The term is usually associated with smartphones and tablets, but has been adopted by desktop PCs.


Collection
Albums
Folders
Refresh
Screenshots
Sort by: Newest photos
Holiday 2017

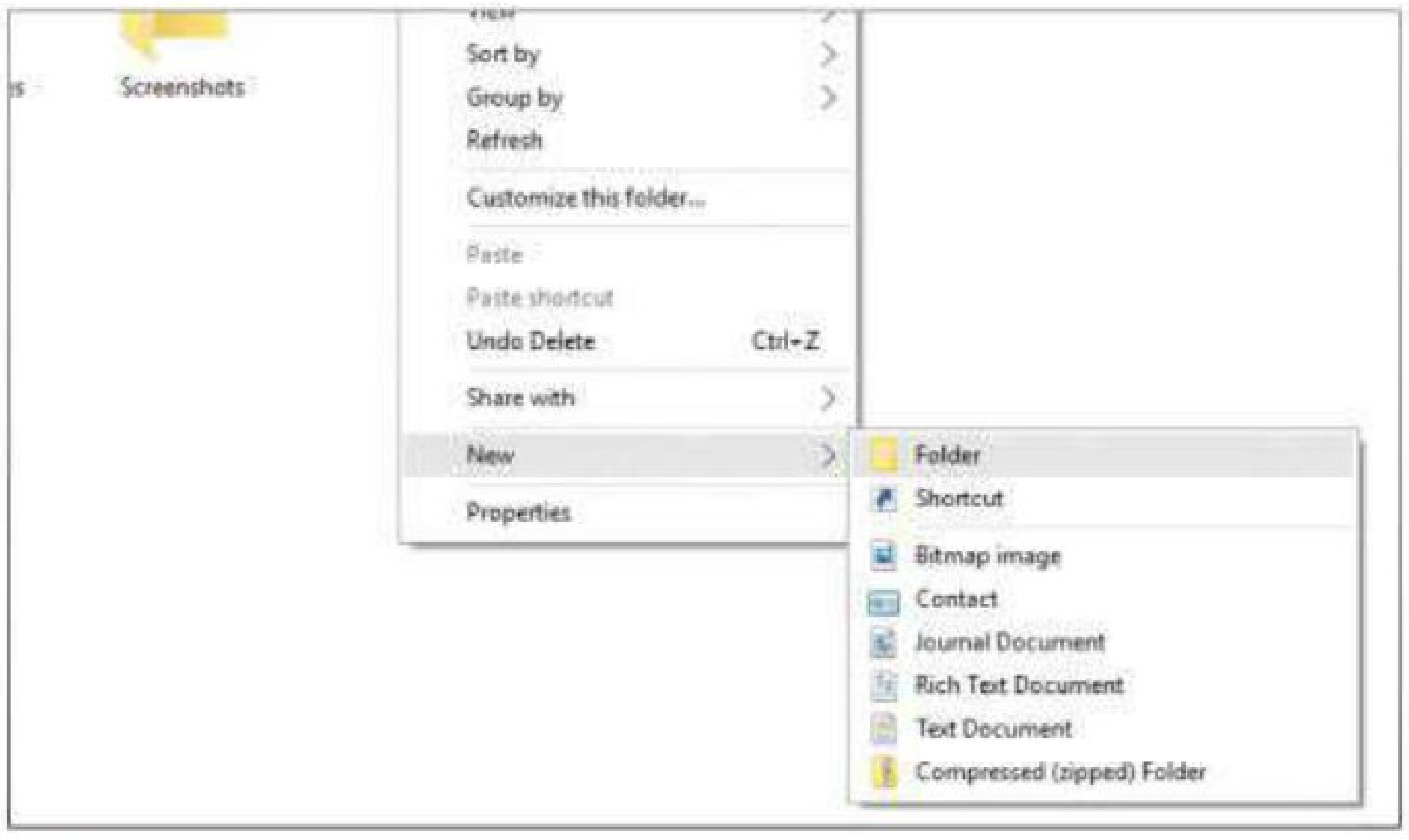

File Explorer
File
Home
Share
View
Quick access
Frequent folders (7)
Desktop
Downloads
Documents
Pictures
Music
Screenshots
Videos
OneDrive
This PC
Network
Recent files (1)
Screenshot (6)

3 Exploring Photos

If you haven't added any pictures yet, you'll be met by a plain screen. On the top left are 'Collection, Album and folder' menus – click 'Albums', and you'll see it's split into Camera roll and Screenshots. As soon as you import photos, or enable OneDrive on your phone/ tablet, the app will add those snaps. Imported OneDrive files are also saved in 'Local Disk > Users > OneDrive'.

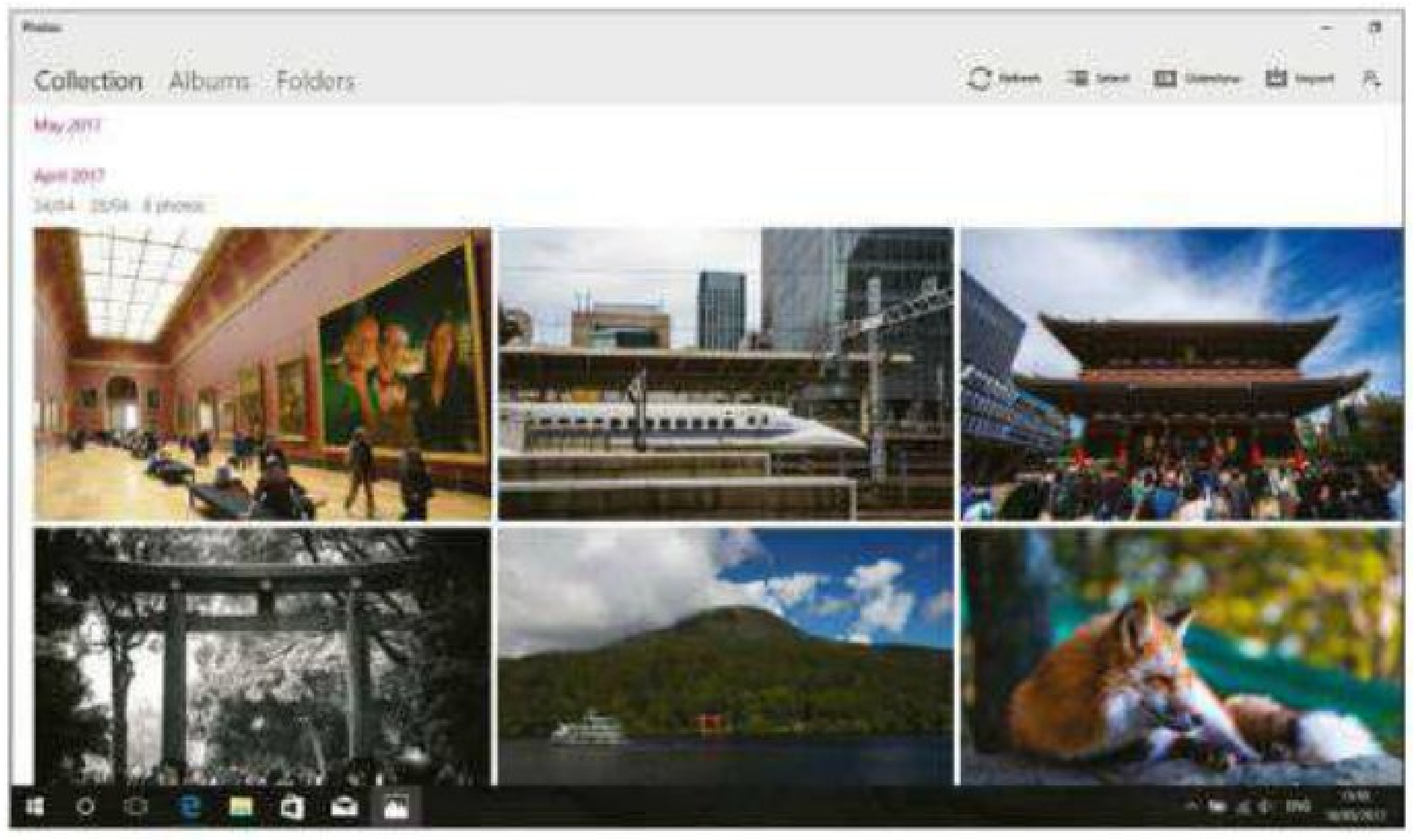
4 Importing photos

To retrieve photos from a memory card, plug it into your PC. Windows will ask where you'd like to import your photos to. Select 'This PC > Pictures', then 'Import'. Your media will be imported into the folder. Next, open the Photos app, which will automatically grab all the images. The app will also automatically add them to your online OneDrive account.


Screenshots
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Undo Delete Ctrl+Z
Share with
New
Properties
Folder
Shortcut
Bitmap image
Contact
Journal Document
Rich Text Document
Text Document
Compressed (zipped) Folder

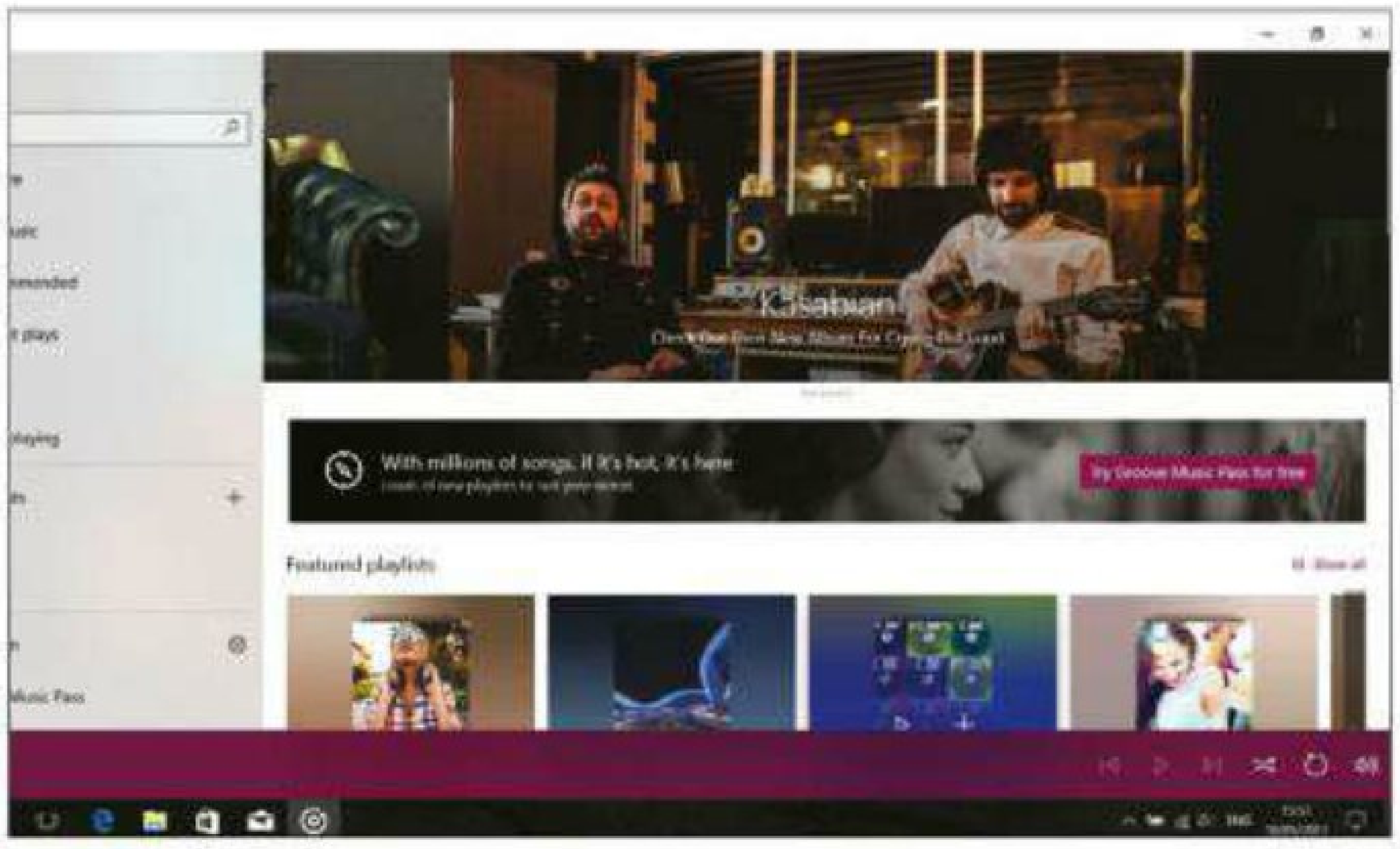
5 Arrange folders

Photos organizes your images into folders – 'Camera roll' sorts them by date; 'Saved pictures' are ones you've edited; and Screenshots, which you take by hitting [Win]+[Print Screen]. It's a good idea to add subfolders to the source folders. In Pictures, right-click anywhere, hit 'New > Folder', fill in a name and drag in the relevant files. Do the same in OneDrive, using the 'New' menu.


Collection
Albums
Folders

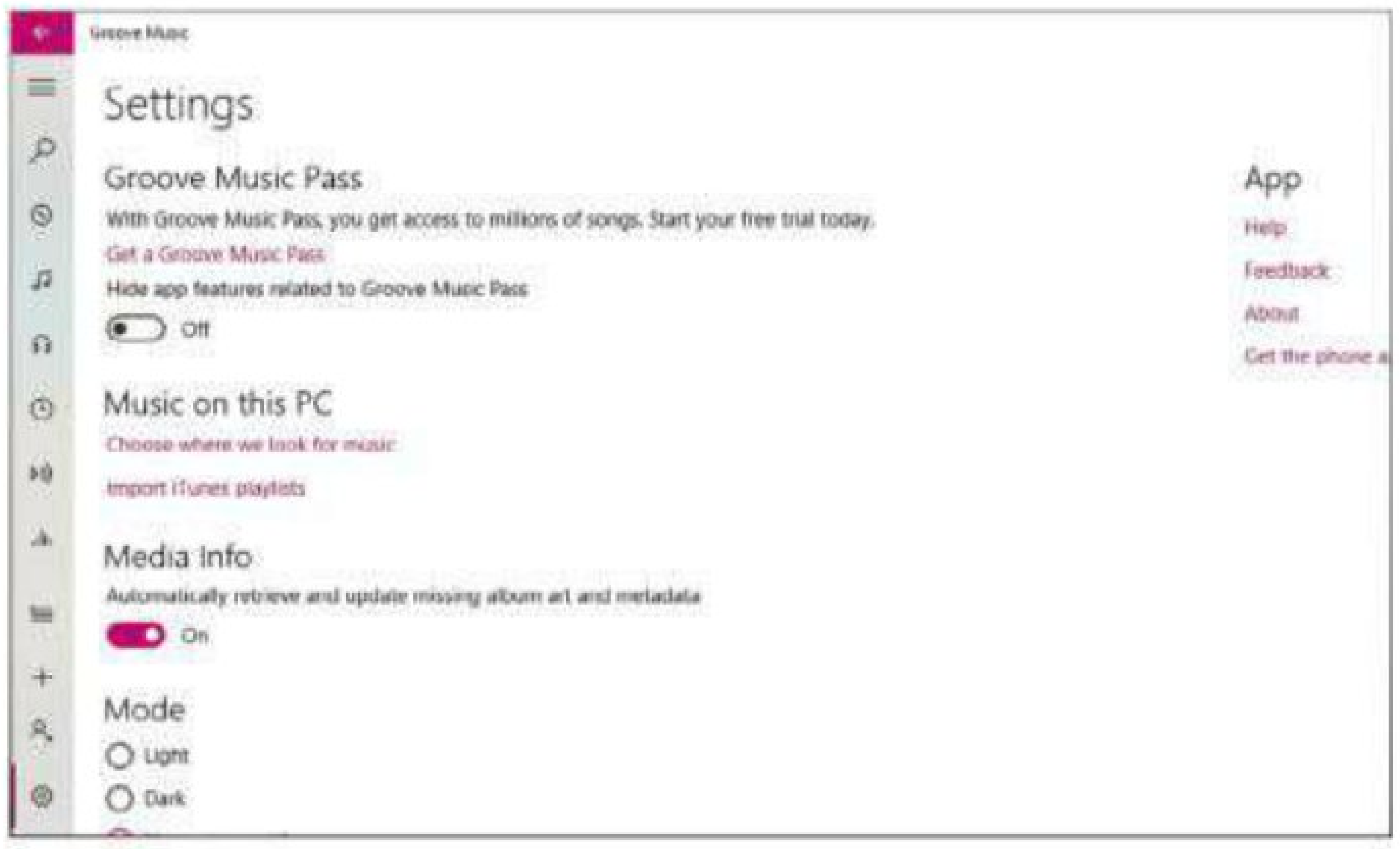
6 Easy access

Now, with minimum hassle, all of your images, from your phone, tablet and PC, are stored and organized on your PC and remotely in the cloud. This makes life simpler and more secure, while also making it easy to move your collection if you switch PC. You can even see your snaps in camera-roll form and stream videos by logging into OneDrive, if you can't access your own PC


Kasabian
With millions of songs, if it's hot, it's here
Try Groove Music Pass for free
Featured playlists

7 Groove Music

Music has been given an overhaul, due to the end of support for Windows Media Player. And Windows 10 has a new music app called Groove Music, which will be self-explanatory if you've used music players before. Like the Photos app, it helps you organize your collection and playlists in one location. Again, you'll find the app through one of the tiles in the Start menu.


Groove Music

Settings

Groove Music Pass

With Groove Music Pass, you get access to millions of songs. Start your free trial today.

Get a Groove Music Pass

Hide app features related to Groove Music Pass

Off

Music on this PC

Choose where we look for music

Import iTunes playlists

Media Info

Automatically retrieve and update missing album art and metadata

On

Mode

○ Light

○ Dark

App

Help

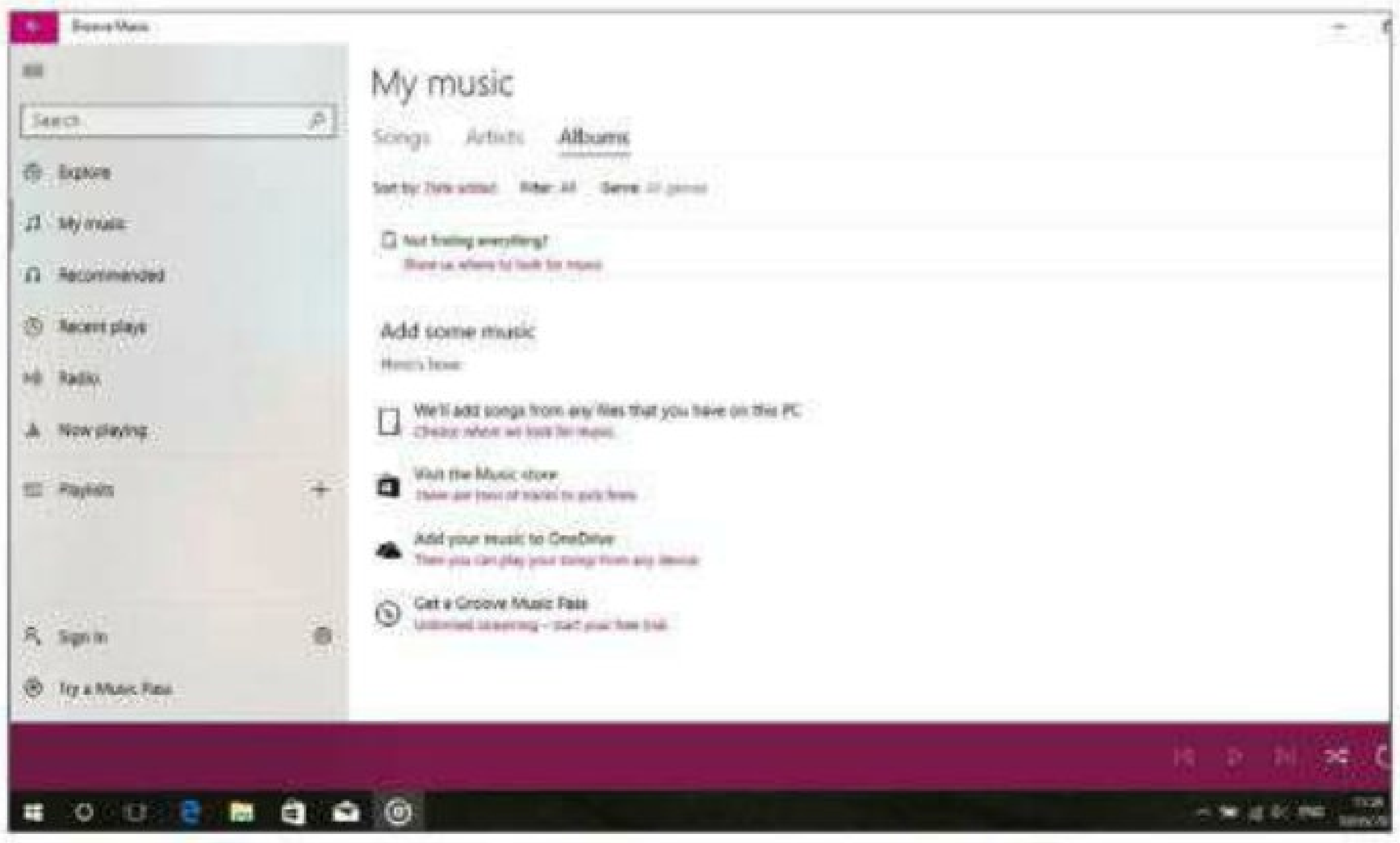
Feedback

About

Get the phone a

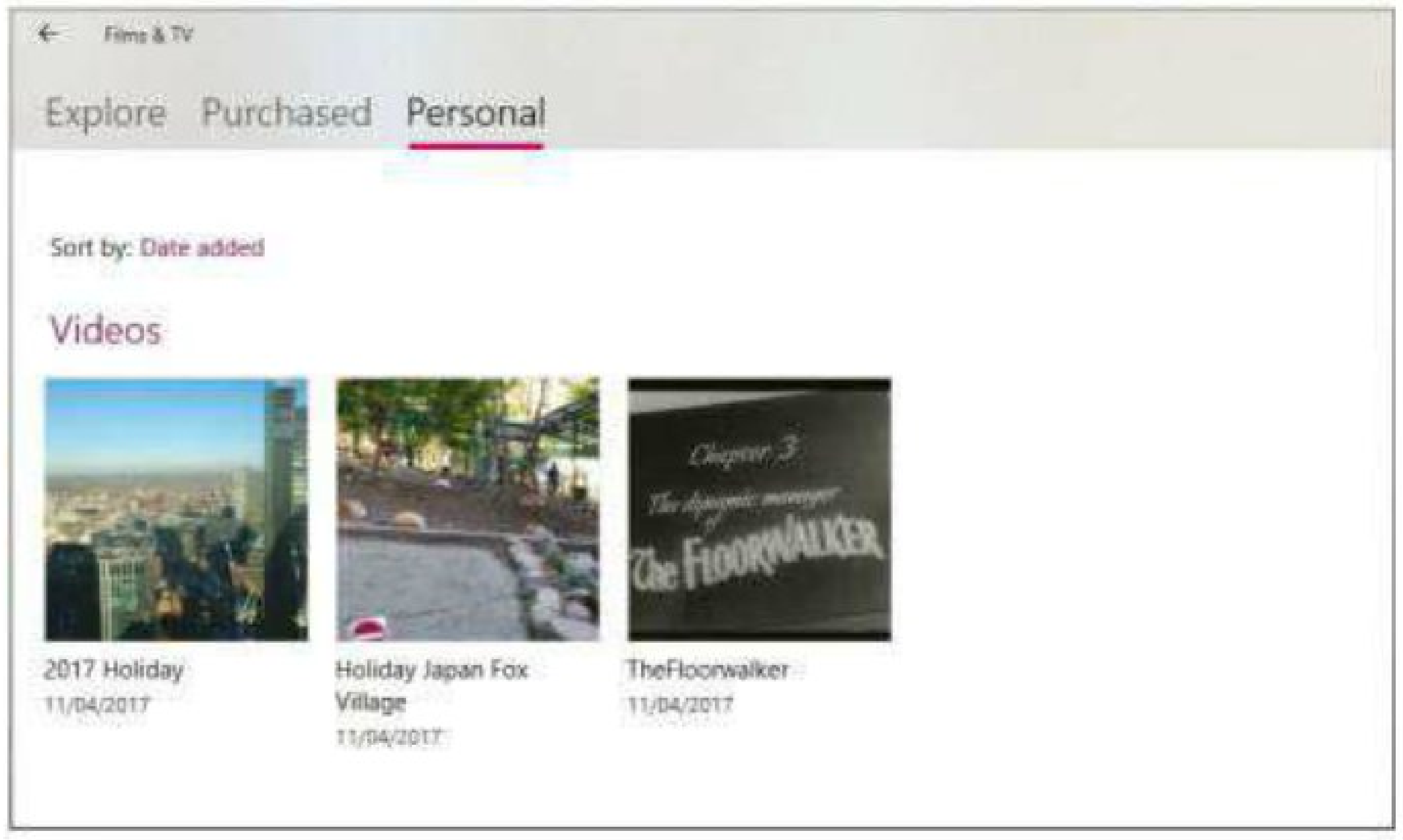
8 Finding your music

When you first open the app, it will automatically search your PC, adding songs to your library that it finds in your Music folder, and organizing them. You can also add any song already bought on other devices linked to your account, or any iTunes playlist already created. To do that, click the 'Settings' cog in the bottom-left of the app, then toggle the 'Downloads' option to 'On'.


Groove Music
Search
Explore
My music
Recommended
Recent plays
Radio
Now playing
Playlists
Sign in
Try a Music Pass
My music
Songs
Artists
Albums
Add some music
Visit the Music store
Add your music to OneDrive
Get a Groove Music Pass

9 Music in the cloud

Groove Music isn't automatically linked to OneDrive. If you're confident you have enough storage and want to connect it, stay in Settings and click 'Choose where we look for music'. Making sure you're logged in, hit 'OneDrive'. The app will now sync your songs, making it easy to have one music collection for all your devices. Just remember to save enough storage for your photos.


Films & TV
Explore
Purchased
Personal
Sort by: Date added
Videos
2017 Holiday
11/04/2017
Holiday Japan Fox Village
11/04/2017
TheFloorwalker
11/04/2017

10 Videos

Return to the Start menu and click 'Film & TV'. This app is a media player for watching TV shows or movies you buy through the Store. It's also home to your own videos. It will automatically search the Videos folder on your PC, but, like Groove Music, you can also link it to OneDrive. Hit 'Settings', in the top-right, click 'Choose where to look for videos', then add OneDrive. ■

Learn how to...

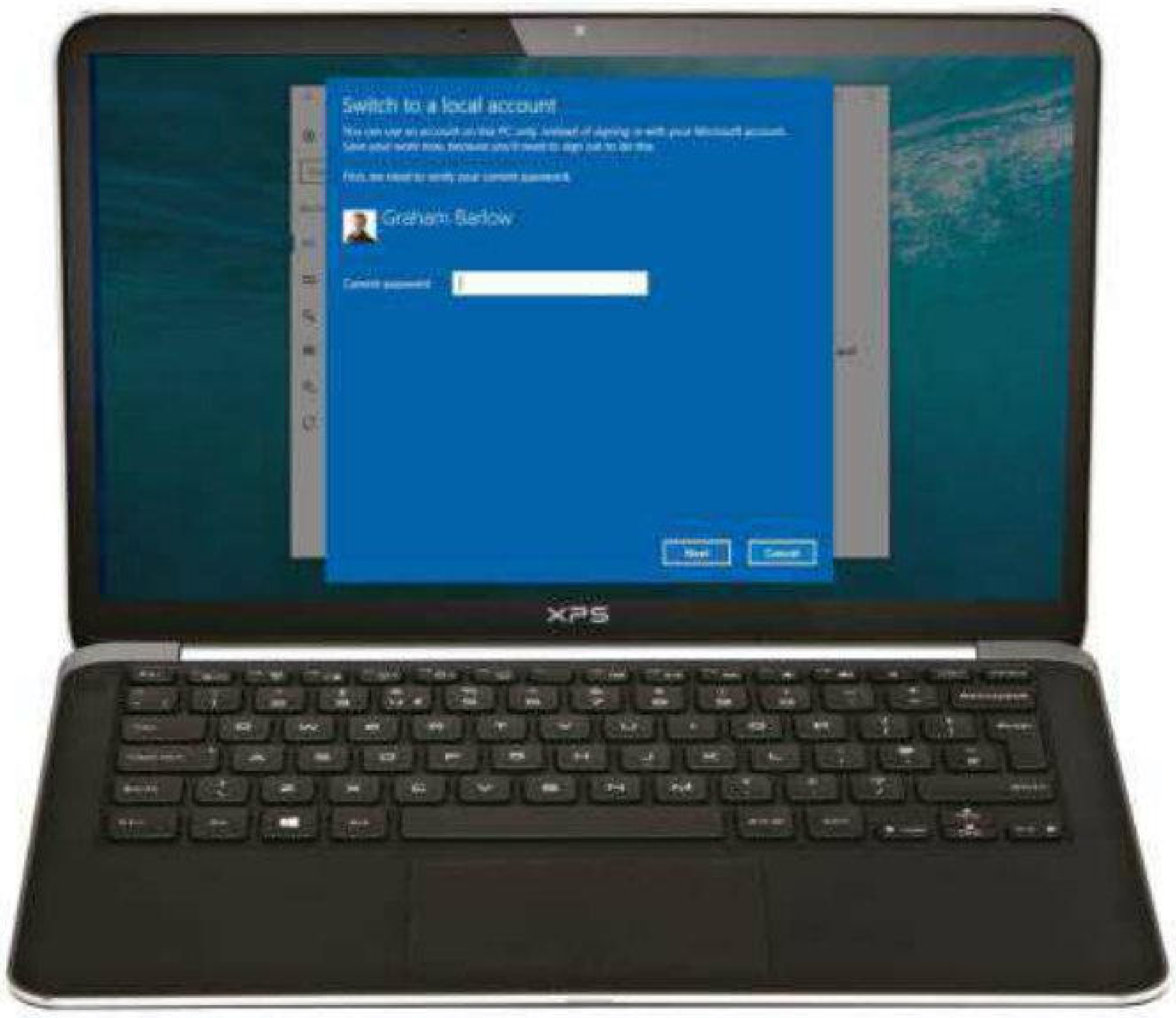
Lock down Windows 10

The Anniversary Update makes Windows safer and more secure than ever before

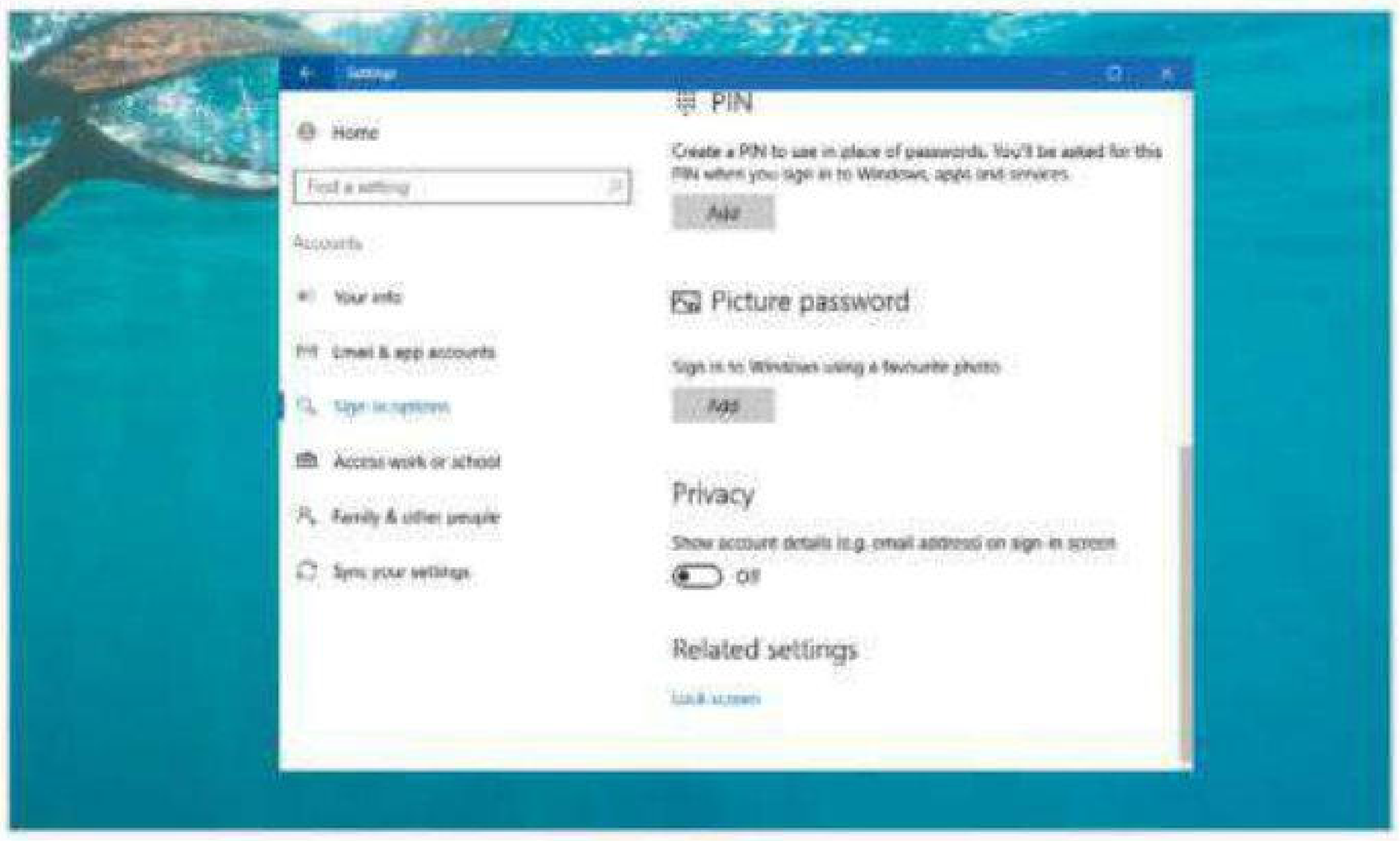
TIME TAKEN
10 minutes

The Anniversary Update introduced a whole raft of security updates to make Windows even more safer than ever, but there are still some settings you need to tweak, and which give Microsoft access to your PC. While there is nothing particularly sinister at play here, some cynics might say this is the price we pay for getting a free update. However, it's easy to change the settings so you can only share the information that you want – and if you don't want to share anything, we'll show you the changes you need to make.

It doesn't take long to tweak Windows 10's privacy settings, so let's get started.


Switch to a local account
Graham Barlow
XPS

Configure Windows 10 privacy settings


Settings
Home
Find a setting
Accounts
Your info
Email & app accounts
Sign-in options
Access work or school
Family & other people
Sync your settings
Add
Add
Lock screen

PIN

Create a PIN to use in place of passwords. You'll be asked for this PIN when you sign in to Windows, apps and services.

Picture password

Sign in to Windows using a favourite photo

Privacy

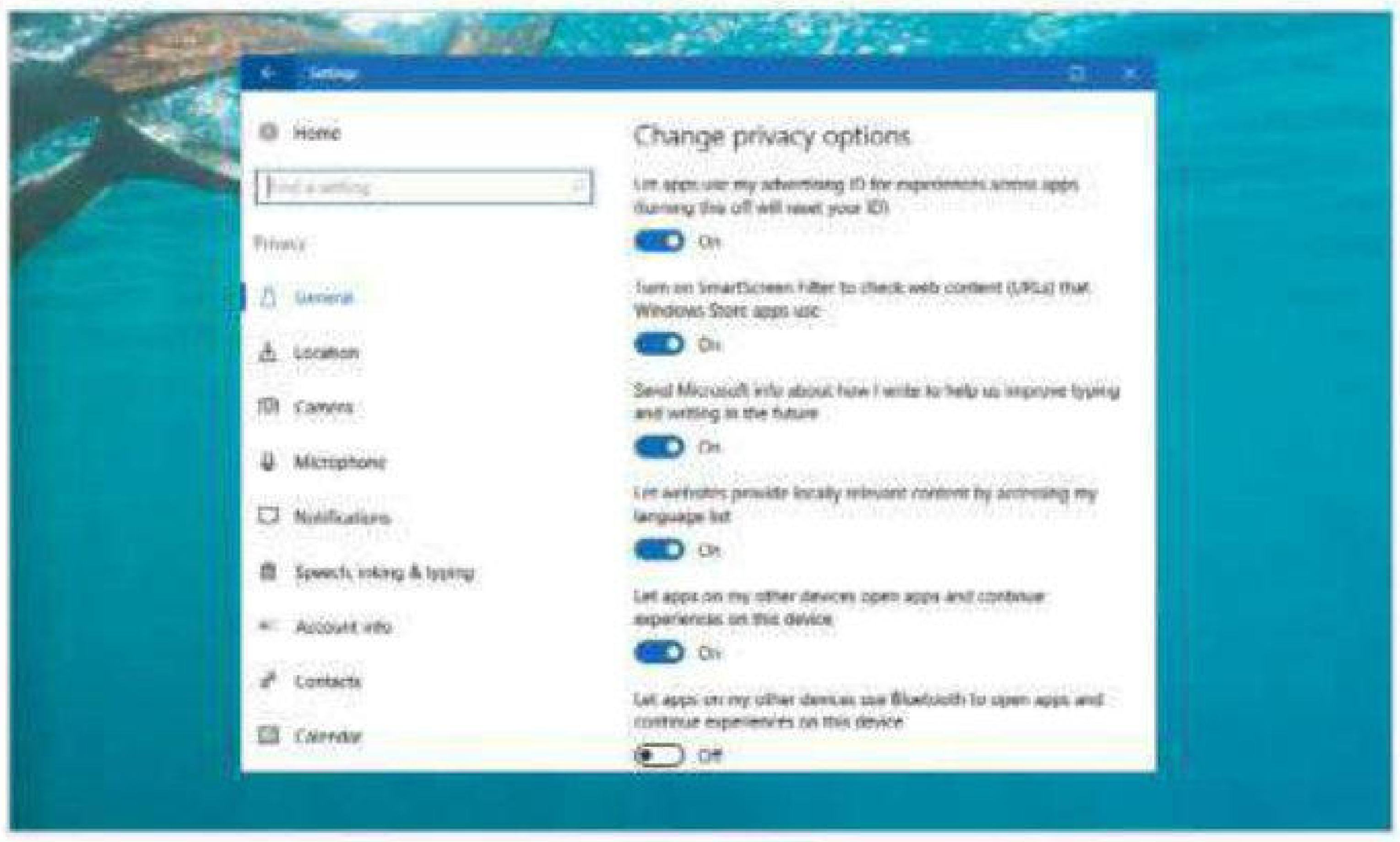
Show account details (e.g. email address) on sign-in screen

Off

Related settings

1 Start at the beginning

The good news is that simply installing the Anniversary Update makes your PC more secure than ever before. In particular, the Windows 10 lock screen gets some improvements, including the ability to hide your email address if you log in with an Microsoft account. Go to 'Settings > Accounts > Sign-in' options and scroll down to 'Privacy' to find it.


Settings
Home
Find a setting
Privacy
General
Location
Camera
Microphone
Notifications
Speech, inking & typing
Account info
Contacts
Calendar

Change privacy options

Let apps use my advertising ID for experiences across apps (turning this off will reset your ID)

On

Turn on SmartScreen Filter to check web content (URLs) that Windows Store apps use

On

Send Microsoft info about how I write to help us improve typing and writing in the future

On

Let websites provide locally relevant content by accessing my language list

On

Let apps on my other devices open apps and continue experiences on this device

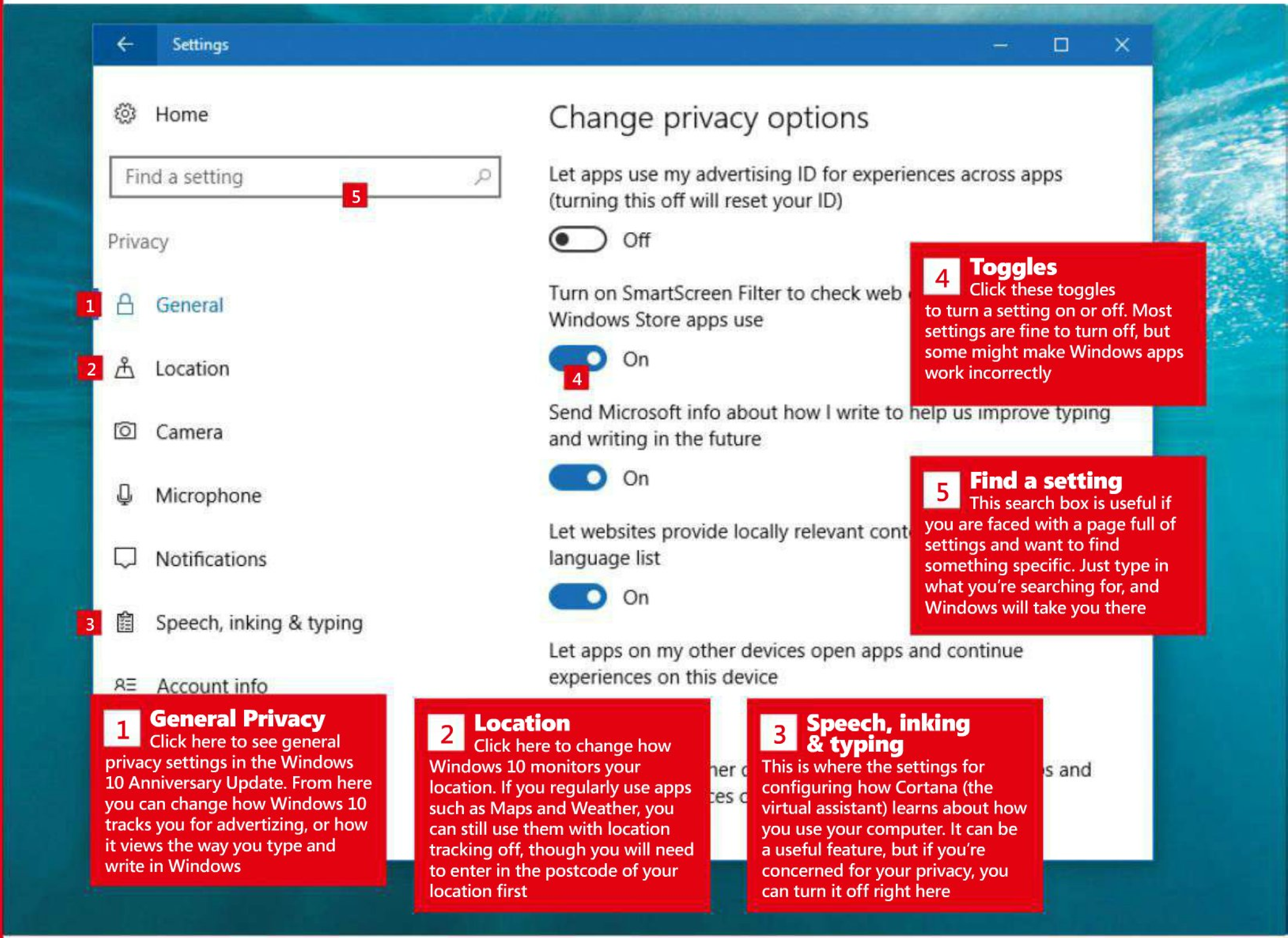
On

Let apps on my other devices use Bluetooth to open apps and continue experiences on this device

Off

2 Open Privacy Settings

From the main Settings app you need to click on 'Privacy' to discover the main collection of Privacy Settings available. For the option to use 'Advertizing ID', we would recommend switching it off. However, 'SmartScreen Filter', the option underneath it, can be left on, as it will keep your PC secure.


Settings
Home
Find a setting
5
Privacy
1
General
2
Location
Camera
Microphone
Notifications
3
Speech, inking & typing
Account info
4
her c
es c
s and

Change privacy options

Let apps use my advertising ID for experiences across apps (turning this off will reset your ID)

Off

Turn on SmartScreen Filter to check web
Windows Store apps use

On

Send Microsoft info about how I write to help us improve typing and writing in the future

On

Let websites provide locally relevant cont
language list

On

Let apps on my other devices open apps and continue experiences on this device

4 Toggles Click these toggles to turn a setting on or off. Most settings are fine to turn off, but some might make Windows apps work incorrectly

5 Find a setting This search box is useful if you are faced with a page full of settings and want to find something specific. Just type in what you're searching for, and Windows will take you there

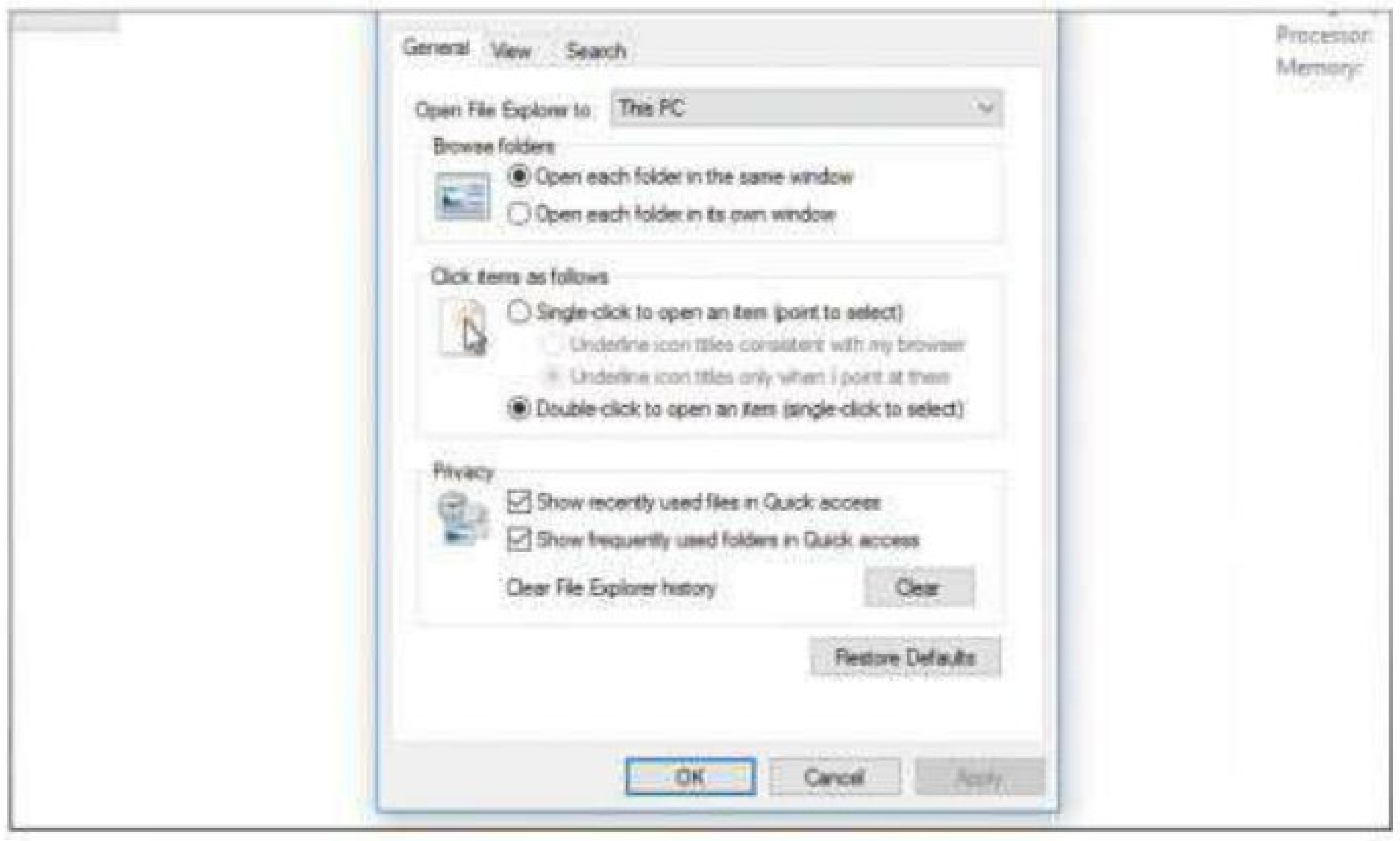
1 General Privacy Click here to see general privacy settings in the Windows 10 Anniversary Update. From here you can change how Windows 10 tracks you for advertizing, or how it views the way you type and write in Windows

2 Location Click here to change how Windows 10 monitors your location. If you regularly use apps such as Maps and Weather, you can still use them with location tracking off, though you will need to enter in the postcode of your location first

3 Speech, inking & typing This is where the settings for configuring how Cortana (the virtual assistant) learns about how you use your computer. It can be a useful feature, but if you're concerned for your privacy, you can turn it off right here

Configure Windows 10 privacy settings (continued)

Search Tools
Picture Tools
anja - Search Results in 29 April
File
Home
Share
View
Search
Manage
This PC
Current folder
All subfolders
Search again in
Location
Date modified
Type
Size
Other properties
Refine
Recent searches
Advanced options
Save search
Options
Open file location
Close search
Search Results in 29 April
Anja (2).jpg
Anja.jpg
Anja4.jpg
Anja5.jpg
Anja5 (2).jpg
Anja3.jpg


General
View
Search
Processor:
Memory:
Restore Defaults
OK
Cancel
Apply
Clear

Open File Explorer to: This PC

Browse folders
● Open each folder in the same window
○ Open each folder in its own window

Click items as follows
○ Single-click to open an item (point to select)
○ Underline icon titles consistent with my browser
● Underline icon titles only when I point at them
● Double-click to open an item (single-click to select)

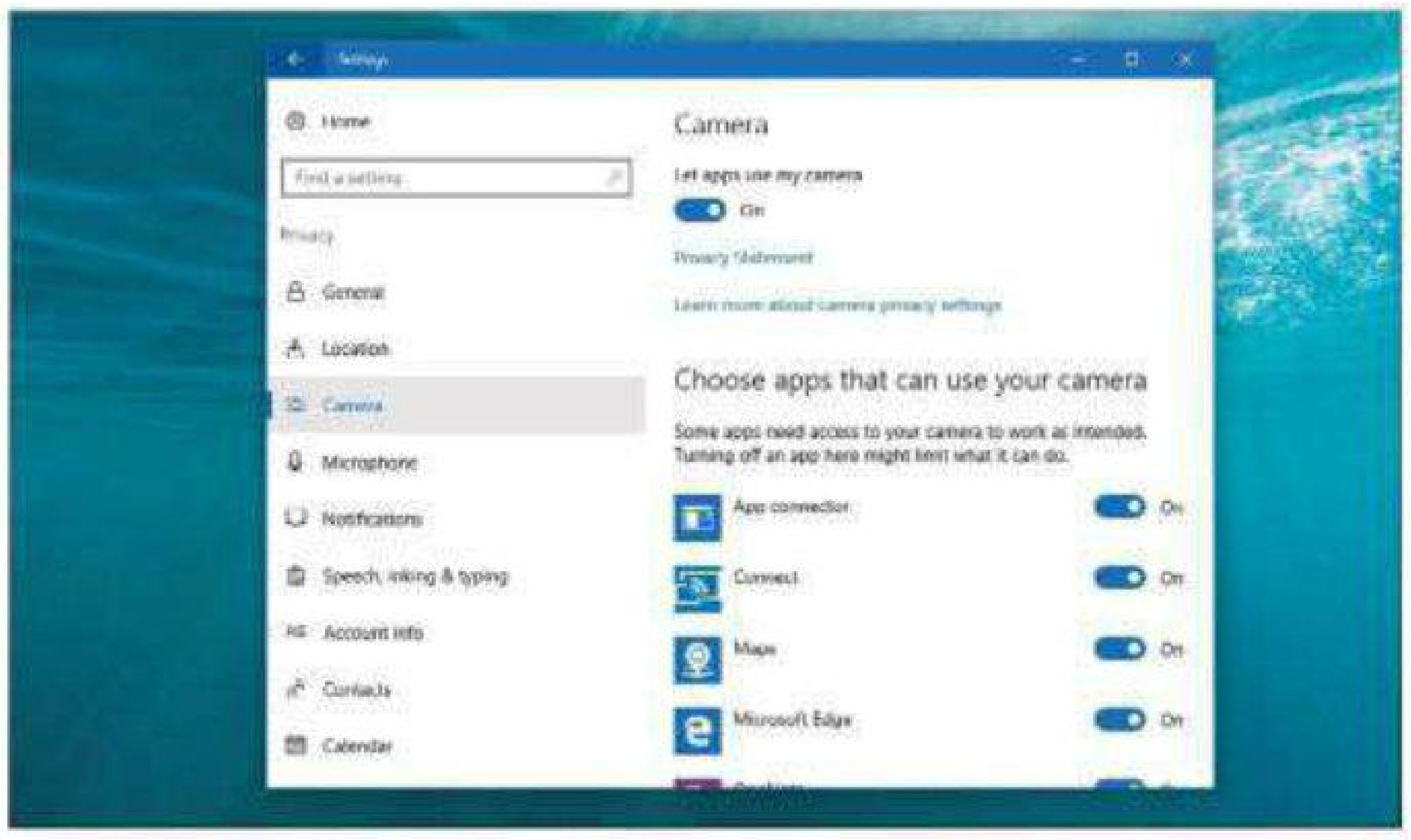
Privacy
☑ Show recently used files in Quick access
☑ Show frequently used folders in Quick access
Clear File Explorer history

3 General Privacy

The rest of the settings in the 'General Privacy' screen can be turned off if you're feeling paranoid. However, if you don't mind Microsoft seeing (anonymous) data about how you write on your touchscreen, you can leave that setting on, as it will help Microsoft improve the accuracy of its handwriting apps. Enabling experiences to continue on other devices is also useful.

4 Location settings

The 'Location' settings is worth visiting. Some apps, such as Maps and Weather, use your location in a helpful way – showing you the local area or telling you the forecast for where you are, for instance. That's why you shouldn't turn off location information completely, but choose which apps are allowed to access the data. Just scroll down and select the approved apps.


Settings
Home
Find a setting
Privacy
General
Location
Camera
Microphone
Notifications
Speech, inking & typing
Account info
Contacts
Calendar

Camera

Let apps use my camera

On

Privacy Statement

Learn more about camera privacy settings

Choose apps that can use your camera

Some apps need access to your camera to work as intended. Turning off an app here might limit what it can do.

App connector — On

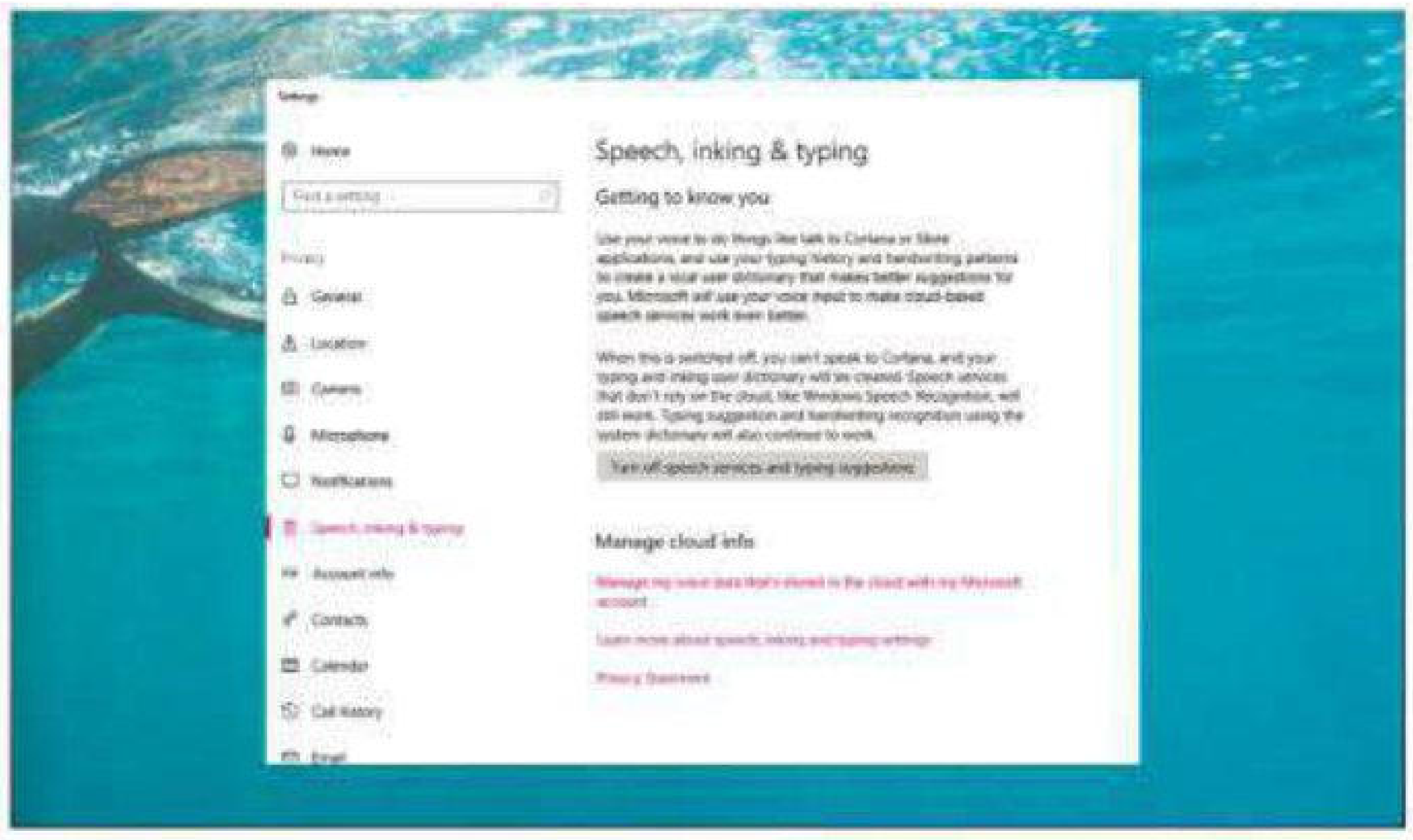
Connect — On

Maps — On

Microsoft Edge — On

5 Camera and Microphone

The next two screens change how Windows 10 uses your webcam and microphone – if you have one installed. If you use services like Skype to video-call people you probably don't want to block access to your camera or microphone, so it's a good idea to approve apps that can access your camera and microphone on a case-by-case basis – as in the previous step..


Settings
Home
Find a setting
Privacy
General
Location
Camera
Microphone
Notifications
Speech, inking & typing
Account info
Contacts
Calendar
Call history
Email

Speech, inking & typing

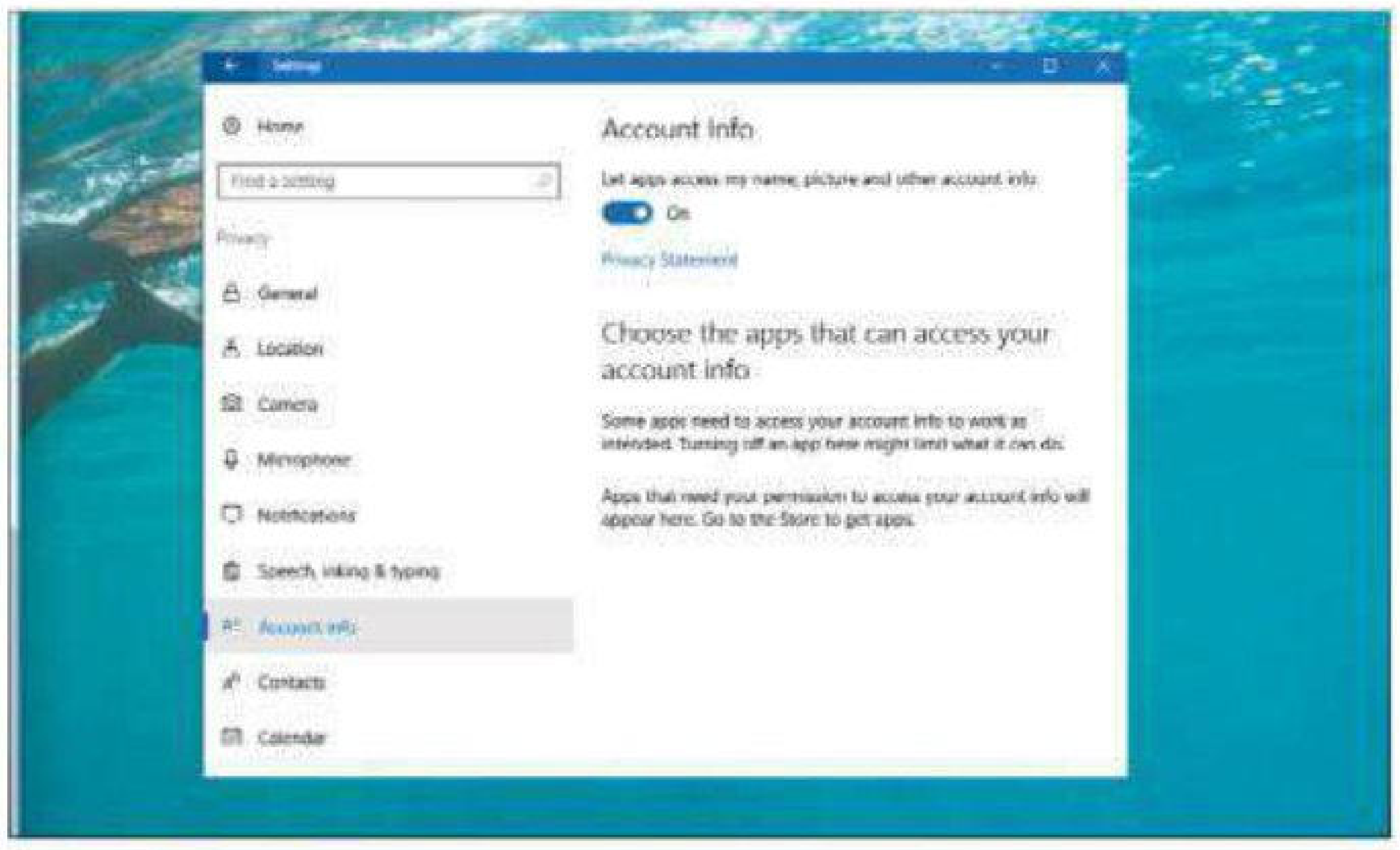
Getting to know you

Manage cloud info

Privacy Statement

6 Keep Cortana from peeking

Cortana acts like a virtual assistant and carries out web and file searches using your voice. However, this does mean it (and therefore, Microsoft) is keeping an ear out for what you say. To improve Cortana, data about the files you have on your PC and the web searches you do are also shared. Turn this off in 'Speech, inking & typing' and select 'Stop getting to know me'.


Settings
Home
Find a setting
Privacy
General
Location
Camera
Microphone
Notifications
Speech, inking & typing
Account info
Contacts
Calendar

Account Info

Let apps access my name, picture and other account info

On

Privacy Statement

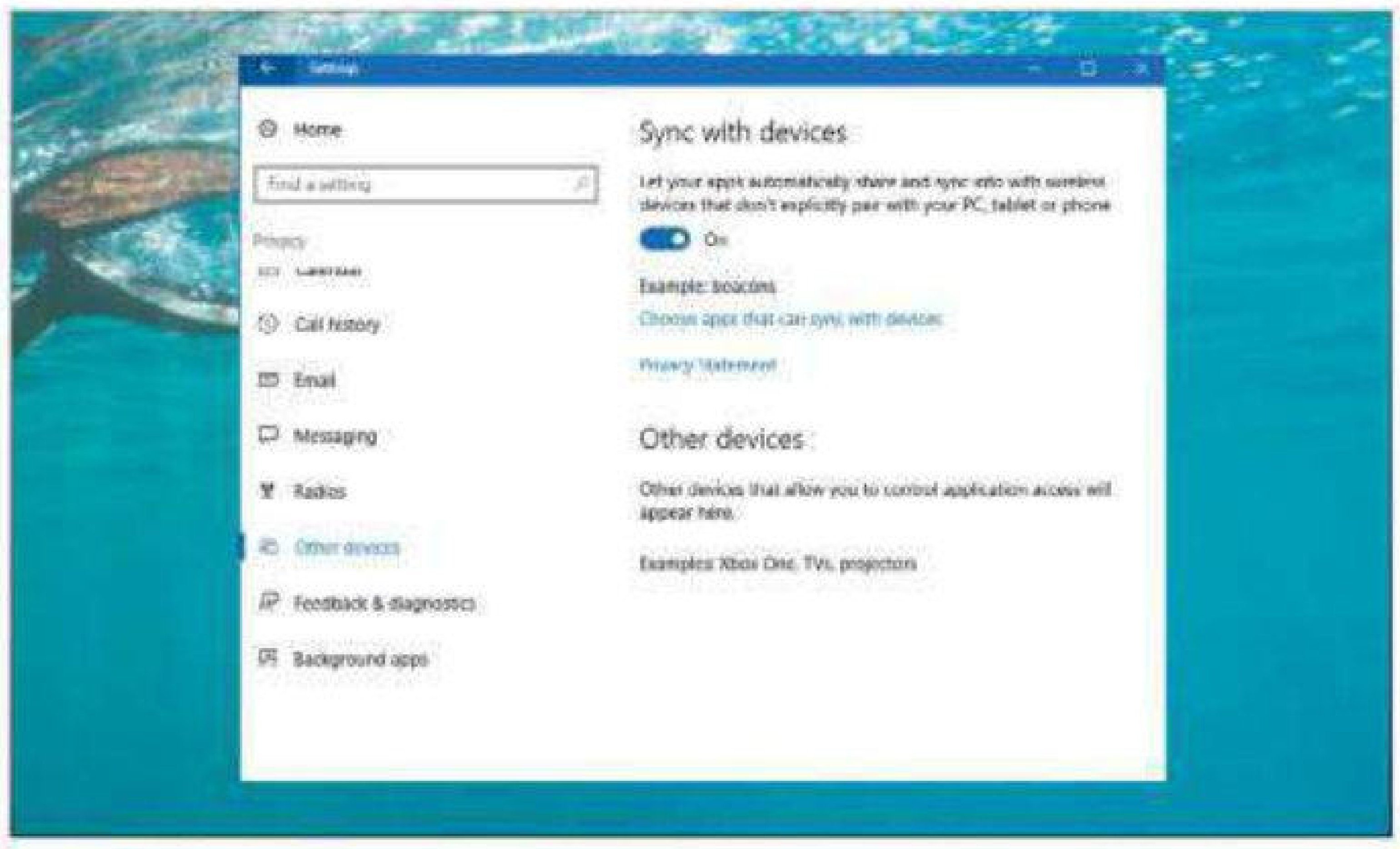
Choose the apps that can access your account info

Some apps need to access your account info to work as intended. Turning off an app here might limit what it can do.

Apps that need your permission to access your account info will appear here. Go to the Store to get apps.

7 Other privacy settings

The Account window asks if you want to share your account info with apps. Many apps from the Windows Store need this information to work, so you might want to keep this turned on. You can also select whether or not to share your contacts, calendar or text messages from the windows below. With these settings you can choose which apps have access to your info.


Settings
Home
Find a setting
Privacy
Call history
Email
Messaging
Radios
Other devices
Feedback & diagnostics
Background apps

Sync with devices

Let your apps automatically share and sync info with wireless devices that don't explicitly pair with your PC, tablet or phone

On

Example: beacons

Choose apps that can sync with devices

Privacy Statement

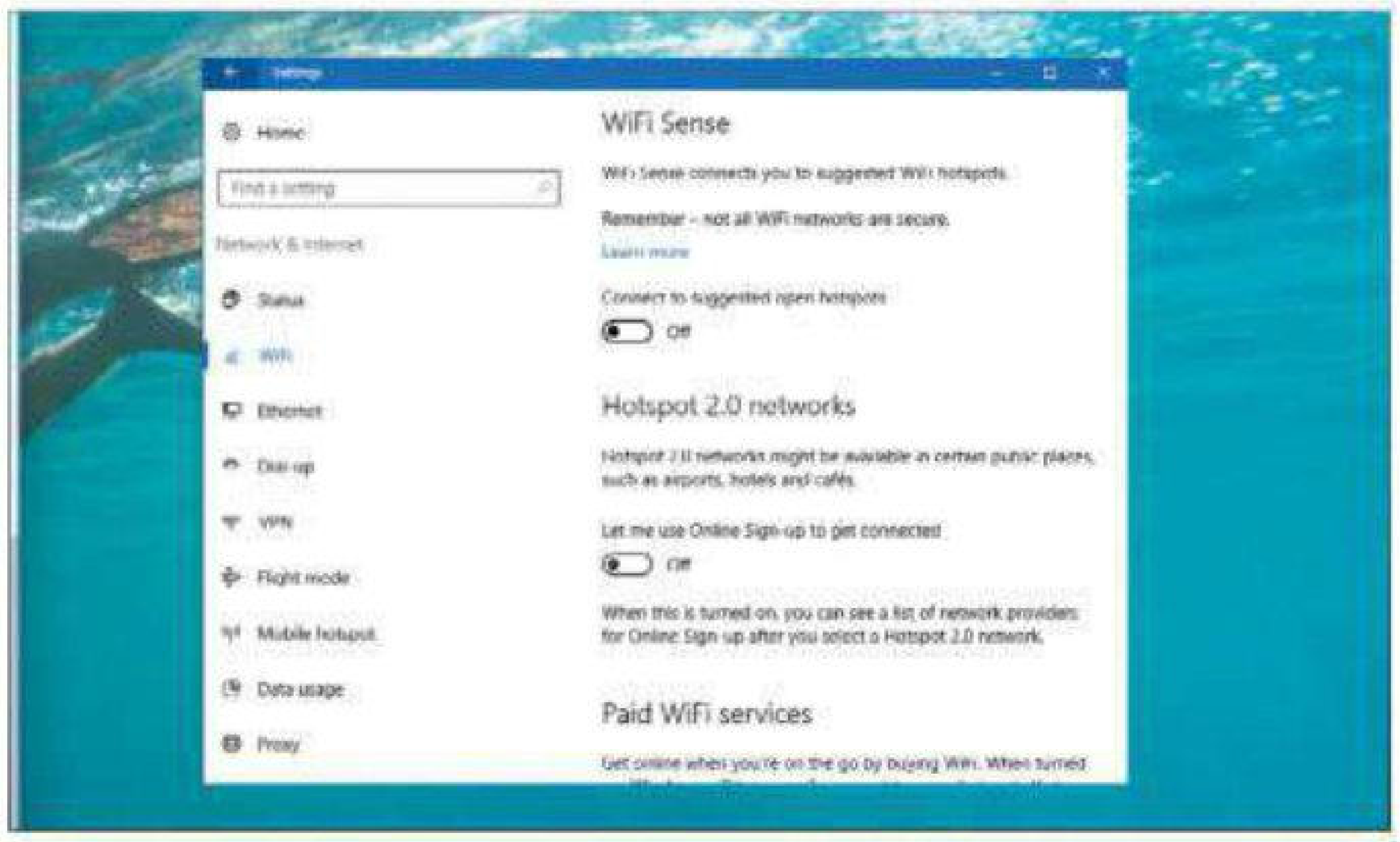
Other devices

Other devices that allow you to control application access will appear here.

Examples: Xbox One, TVs, projectors

8 Other devices

Not only does Windows 10 share your info with Microsoft, it can also share it with other devices connected to your Wi-Fi network or plugged into your PC. This makes using your machine with other devices easy and convenient. However, you'll want to check the 'Other devices' settings to make sure you know which devices you're sharing information with.


Settings
Home
Find a setting
Network & Internet
Status
WiFi
Ethernet
Dial-up
VPN
Flight mode
Mobile hotspot
Data usage
Proxy

WiFi Sense

WiFi Sense connects you to suggested WiFi hotspots.

Remember – not all WiFi networks are secure.

Learn more

Connect to suggested open hotspots

Off

Hotspot 2.0 networks

Hotspot 2.0 networks might be available in certain public places, such as airports, hotels and cafés.

Let me use Online Sign-up to get connected

Off

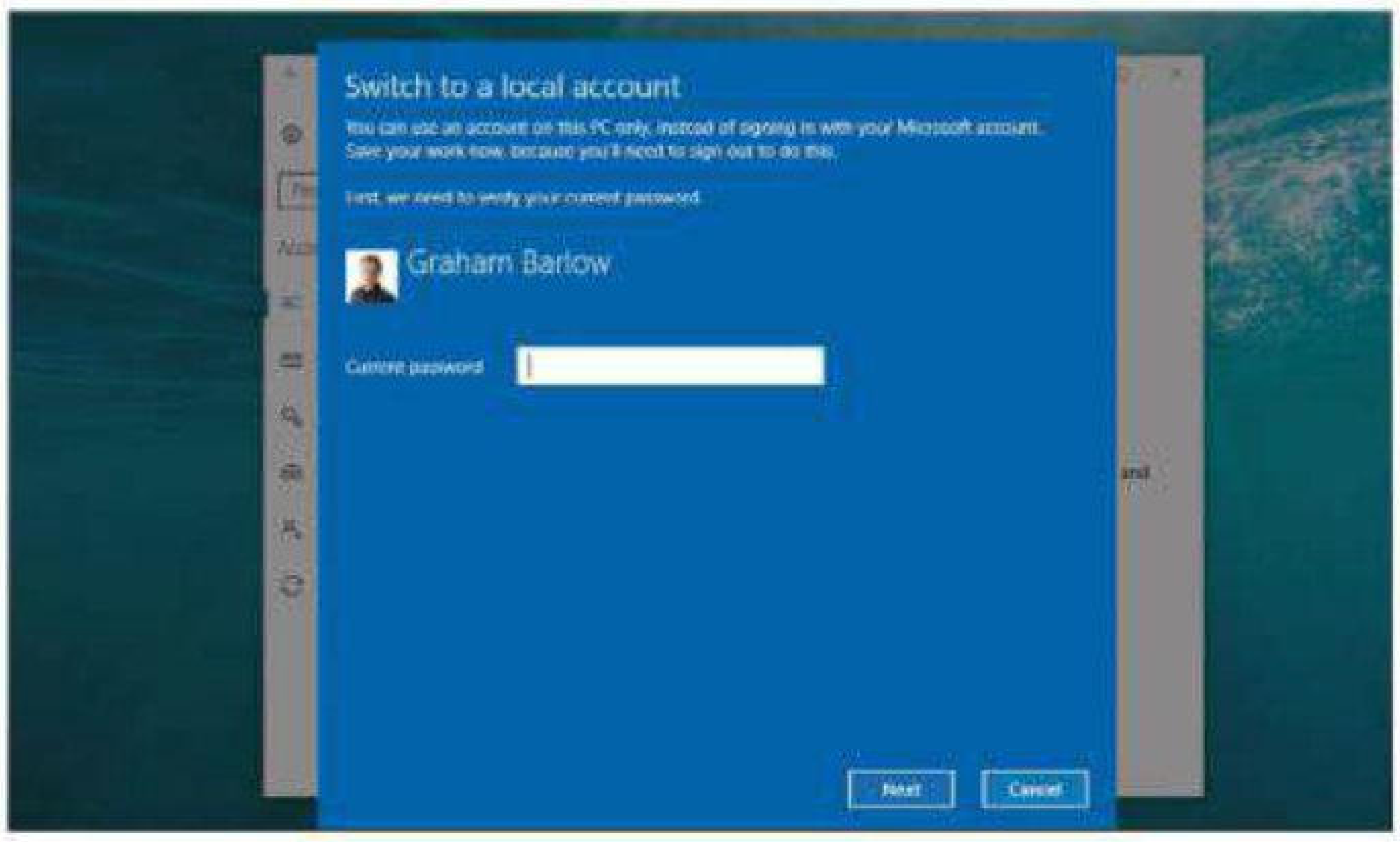
When this is turned on, you can see a list of network providers for Online Sign-up after you select a Hotspot 2.0 network.

Paid WiFi services

Get online when you're on the go by buying WiFi. When turned

9 Disable Wi-Fi Sense

Don't overlook the search bar, which sits right of the location bar. Type a word or phrase here and your search will be limited to the currently open folder (and any subfolders therein). If your search term occurs within any documents that live inside the open folder, they will also show in the results. Right-click a result and select 'Open file location' to see precisely where it is.


Next
Cancel

Switch to a local account

You can use an account on this PC only, instead of signing in with your Microsoft account. Save your work now, because you'll need to sign out to do this.

First, we need to verify your current password.

Graham Barlow

Current password

10 Use a local account

If you want even more privacy you can create a local account and use it with Windows 10, rather than a Microsoft account. This limits the functionality of some apps, but will make sure your privacy is under control. To switch to a local account go to the main Settings window and select 'Accounts'. Click 'Sign in with a local account instead' and enter your password

SAMSUNG
Search the web and Windows

WINDOWS 10 POWER TIPS

ADVANCED TWEAKS

Now step up to some of the biggest changes you can make to

82 **Make a Windows 10 media server**
Access media files with ease with our streaming guide

92 **Share files, media and more with HomeGroups**
Simplify media sharing with the HomeGroups feature

94 **Get more from a Windows tablet**
Discover Windows Ink – a new way to sketch and paint

MAKE A WINDOWS 10 MEDIA SERVER

Access movies, TV, music and photos from anywhere in your home with the aid of Emby Media Server

These days, we consume our media – from music and photos to movies and TV – on a variety of devices in various locations. However, digital media is both liberating and yet constricting at the same time. If you've built up a library and want quick and easy access to it from any location, then you need a media server.

A media server allows you to collect your media together in one location – your PC's main storage, a USB-attached drive or even a network-attached drive – and can access it from just about any smart device – other computers, phones or tablets, even the set-top box or smart TV in your living room. It provides you with a consistent experience wherever you happen to be, and allows you to start watching on one device, then finish on another without having to manually skip to the right place.

Your server PC doesn't need to be brand new – just make sure it either has a 2GHz dual-core processor or a graphics card or chip that supports hardware-accelerated decoding – most recent chipsets from AMD, NVIDIA or Intel support this. We'd also recommend 4GB of RAM, and suggest your PC is connected directly to your router via Ethernet for the best possible network connection (if this isn't possible, choose 802.11n Wi-Fi networking or invest in 500MBps HomePlugs). Basically, if it can run Windows 10 and is less than eight years old, it should be powerful enough – indeed, if you have an old PC that fits the bill, consider using that instead as a dedicated server to free up your main PC for other tasks. Which media server package should you choose? We've gone with a free, open-source package called Emby, which is powerful, flexible and shows off your media in the best possible light. We'll show you how to rename and organize your media in one central spot so it's easy for Emby to recognize, get installed and set up your media libraries. You'll discover how to stream your media to just about any device , plus we'll reveal how to get more from your media server. For example, using it to watch and record live TV to setting up user profiles that provide access to your library.

Once you've experienced your media through your Windows-powered server, you'll never consume it in the same way again. Read on to start the revolution…

Prepare your media

Make sure your media's named correctly and in the right format

TIME TAKEN
30 minutes (depending on your collection)

There are two things to consider before you import your media files into your media server: their format and their filename. The format of a media file consists of two elements: the "container" or the filetype, and the "codecs", which are used to compress and decompress the video and audio streams when being played back. Not all devices can play the same media formats, and while Emby can convert between different formats while streaming media to overcome these compatibility issues (a process called "transcoding"), it uses up a lot of system resources and can slow the process down considerably.

With this in mind, try to source your media using a format that's close to being a universal standard. For music files, aim for MP3, while video (movies, TV and so on) should be saved as MP4 files with the H.264 codec. A tool that can perform this conversion for you is Handbrake (www.handbrake.fr).

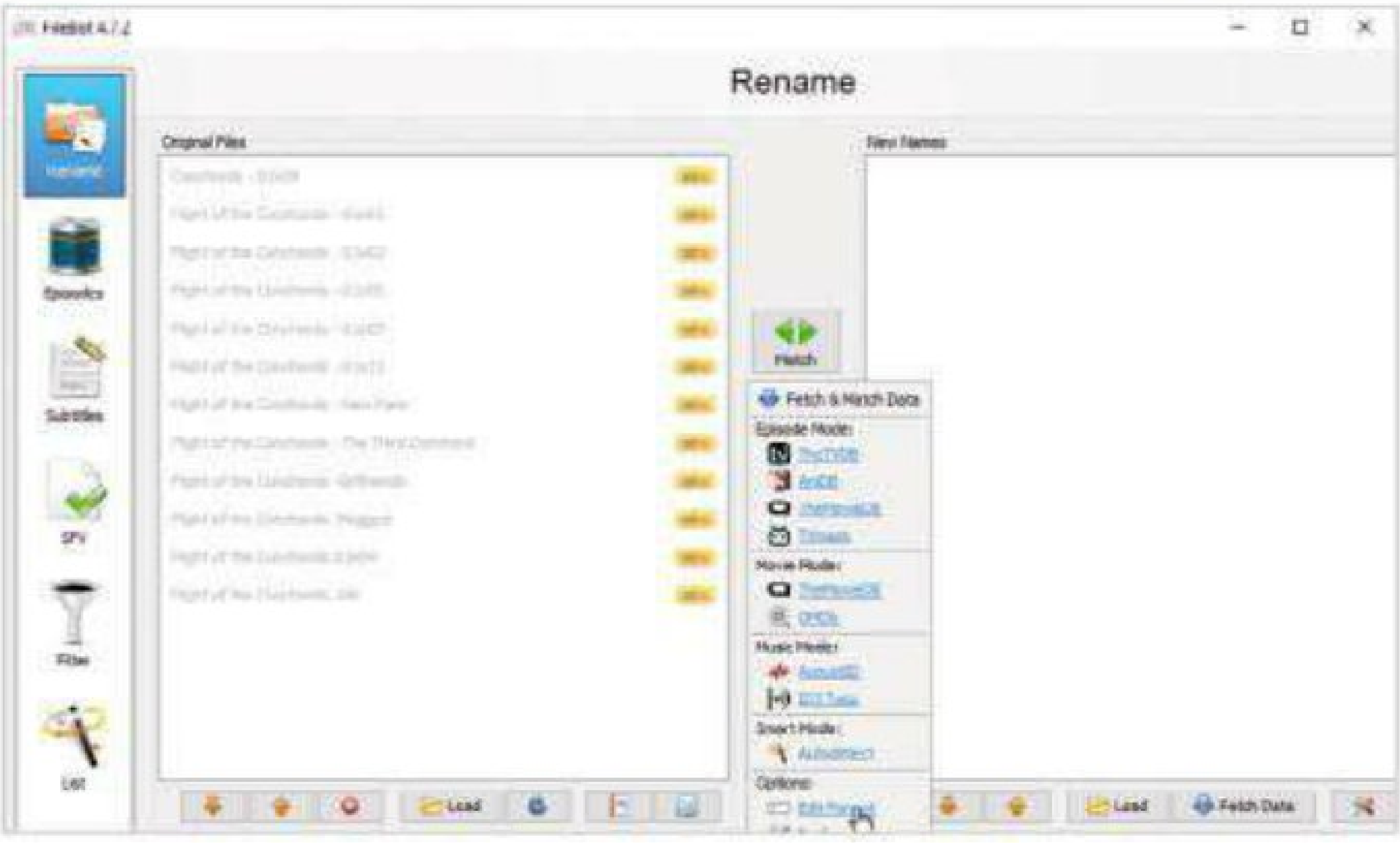
Name your media files

Media servers such as Emby have a trick up their sleeve. If you name your media files a certain way, the server is able to take that information and download information and artwork about the music, movie or TV show automatically using a series of online databases such as thetvdb.com.

It's important your files are named and structured correctly. Start by creating separate folders for your media: Music, Movies, TV, Photos, and so on. For music, start with a folder for the artist, then one for the album, and number the tracks within. TV seasons should start with the name of the show, the name of the season, then numbered episode titles within.

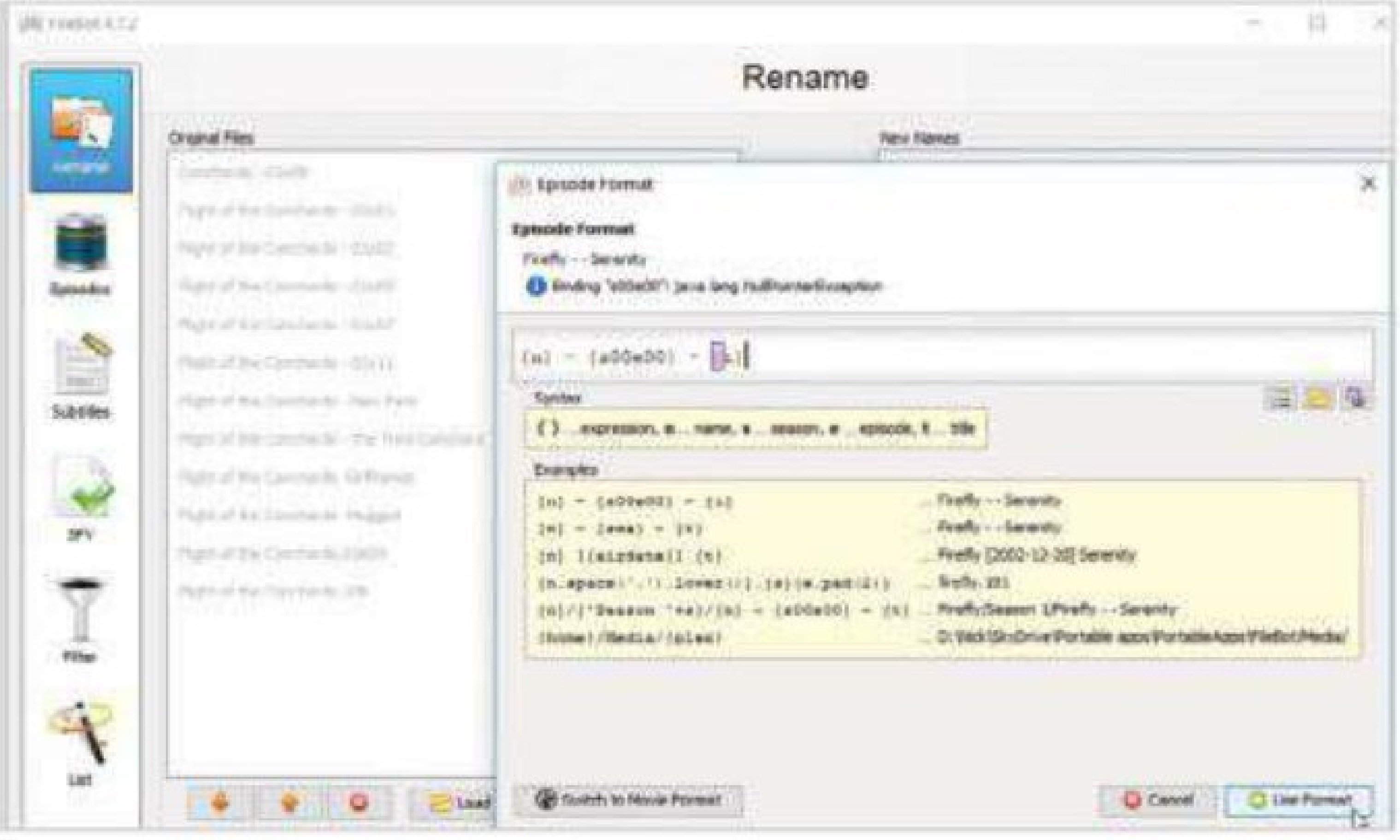
If your naming convention doesn't match exactly and Emby isn't able to adapt, use a free tool called Filebot to quickly rename them. It works for all kinds of files – see left for TV shows.

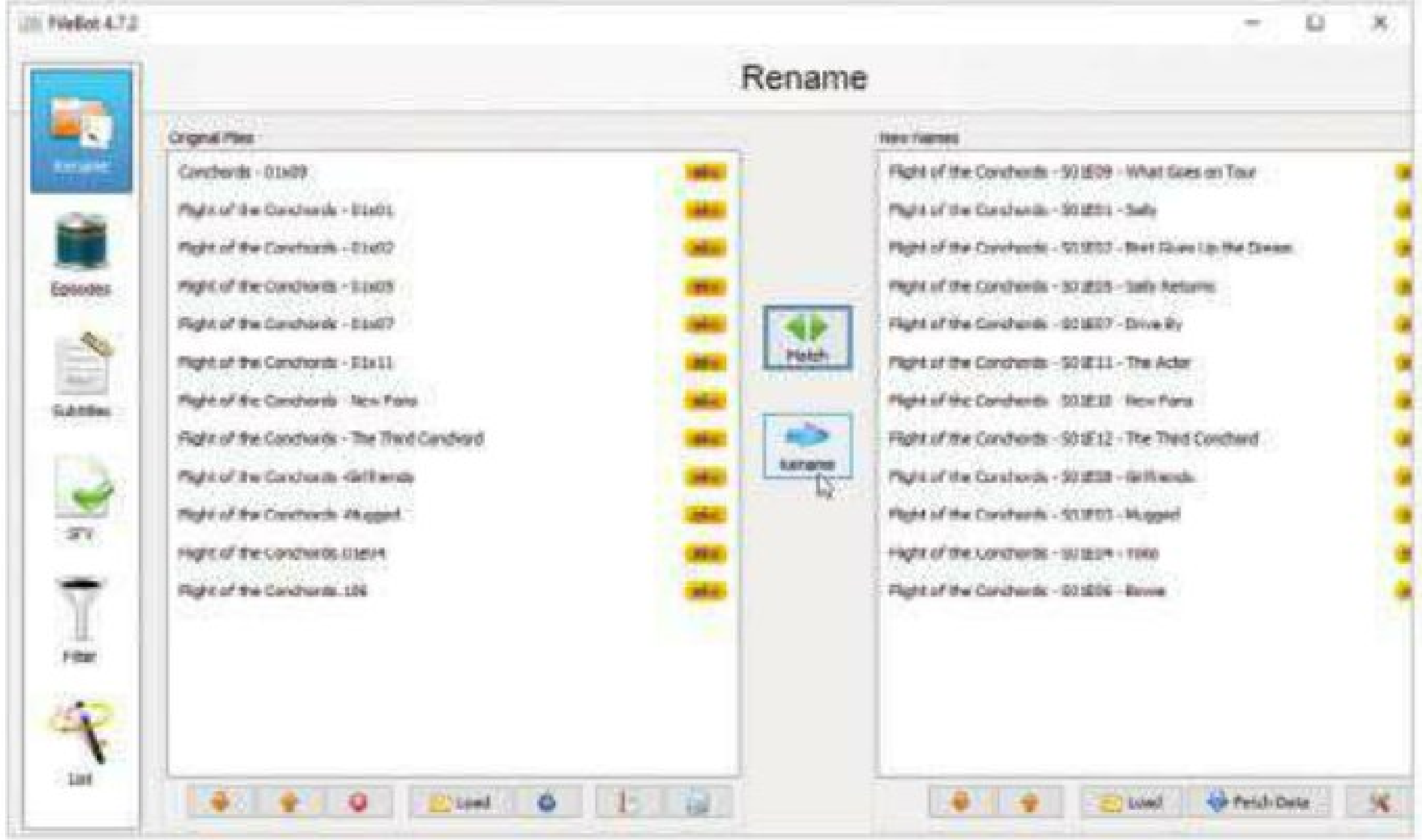
Rename TV shows with Filebot


Filebot 4.7.2
Rename
Original Files
New Names
Match
Fetch & Match Data
Episode Mode:
TheTVDB
AniDB
TheMovieDB
TVmaze
Movie Mode:
TheMovieDB
OMDb
Music Mode:
AcoustID
ID3 Tags
Smart Mode:
Autodetect
Options:
Edit Format
Load
Fetch Data

1 Select media

Install Filebot from www.filebot.net – once done, launch the program and drag your media into the 'Original Files' window. We recommend you rename TV shows in related batches – for example, a complete TV series or a couple of seasons. Once done, right-click the match button and choose 'Edit format'.


Rename
Original Files
New Names
Episode Format
Syntax
Examples
Switch to Movie Format
Cancel
Use Format


Filebot 4.7.2
Rename
Original Files
New Names
Match
Rename
Load
Fetch Data

2 Set renaming format

The 'Episode Format' box will open, which reveals the pattern used for renaming your files. We suggest using the following naming format for TV shows: {n} - {s00e00} - {t}, which lists TV show, series and episode numbers, and the episode title (the {t} bit is purely optional, Emby will match the file regardless). Click 'Use Format'.

3 Preview and rename

Click the 'Match' button again, but this time choose 'TheTVDB' from the drop-down menu. If necessary, match the TV show to a list of suggested matches, then review the renamed files in the right-hand pane. If you're happy with the way things are matched up, click the 'Rename' button and the files will be renamed automatically.

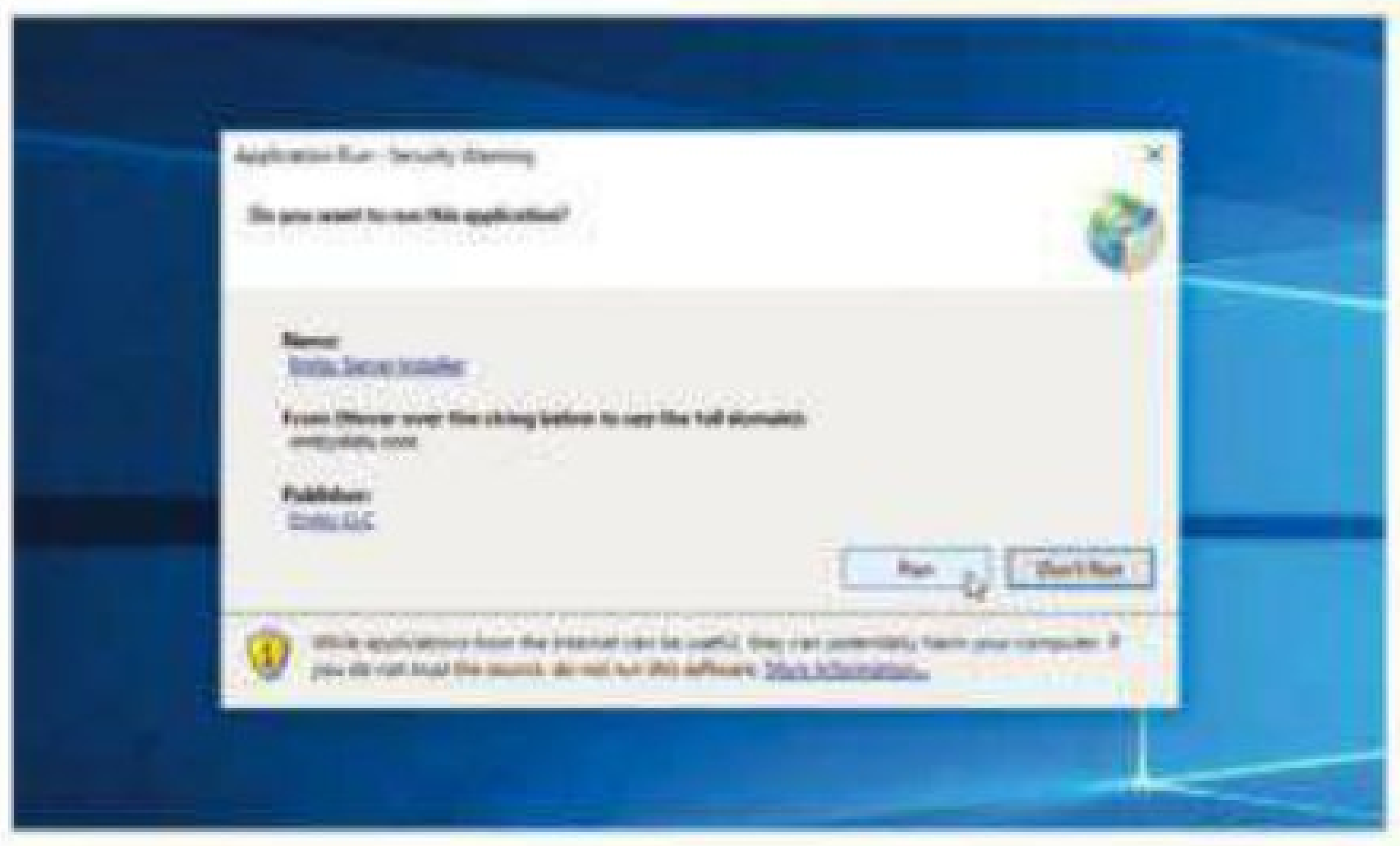
Install and set up

Make sure your media's named correctly and in the right format

Your media is now, all being well, ready for action, so the next step is to install your media server. The step-by-step guide below reveals how to download and install Emby Media Server on your Windows 10 PC. It's a straightforward enough process, and once complete, Emby will launch as a background service so you'll barely notice it. When you come to set up and manage your server going forward, you'll do so through your web browser. By default, Emby won't start with Windows, so if you'd like to have it launch automatically so your media is always accessible when your PC is switched on, navigate to the 'Settings' section of the Emby dashboard and tick the 'Run server at startup' box.

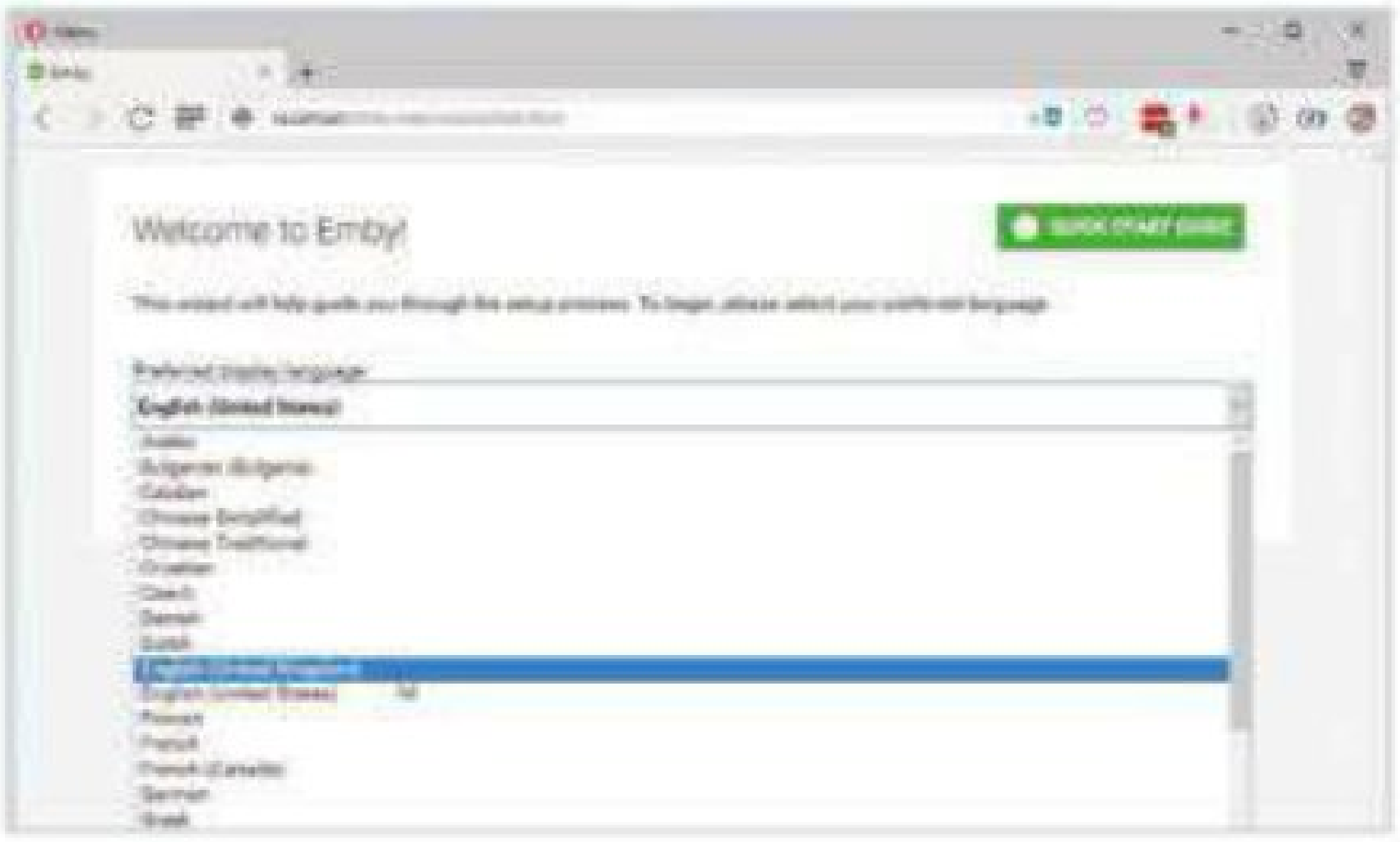
Once up and running, we recommend adding your media and giving your PC a few hours to process it all – particularly if it's a large media library. Once it's in place, turn the page to start watching it on other platforms.

Set up Emby Media Server



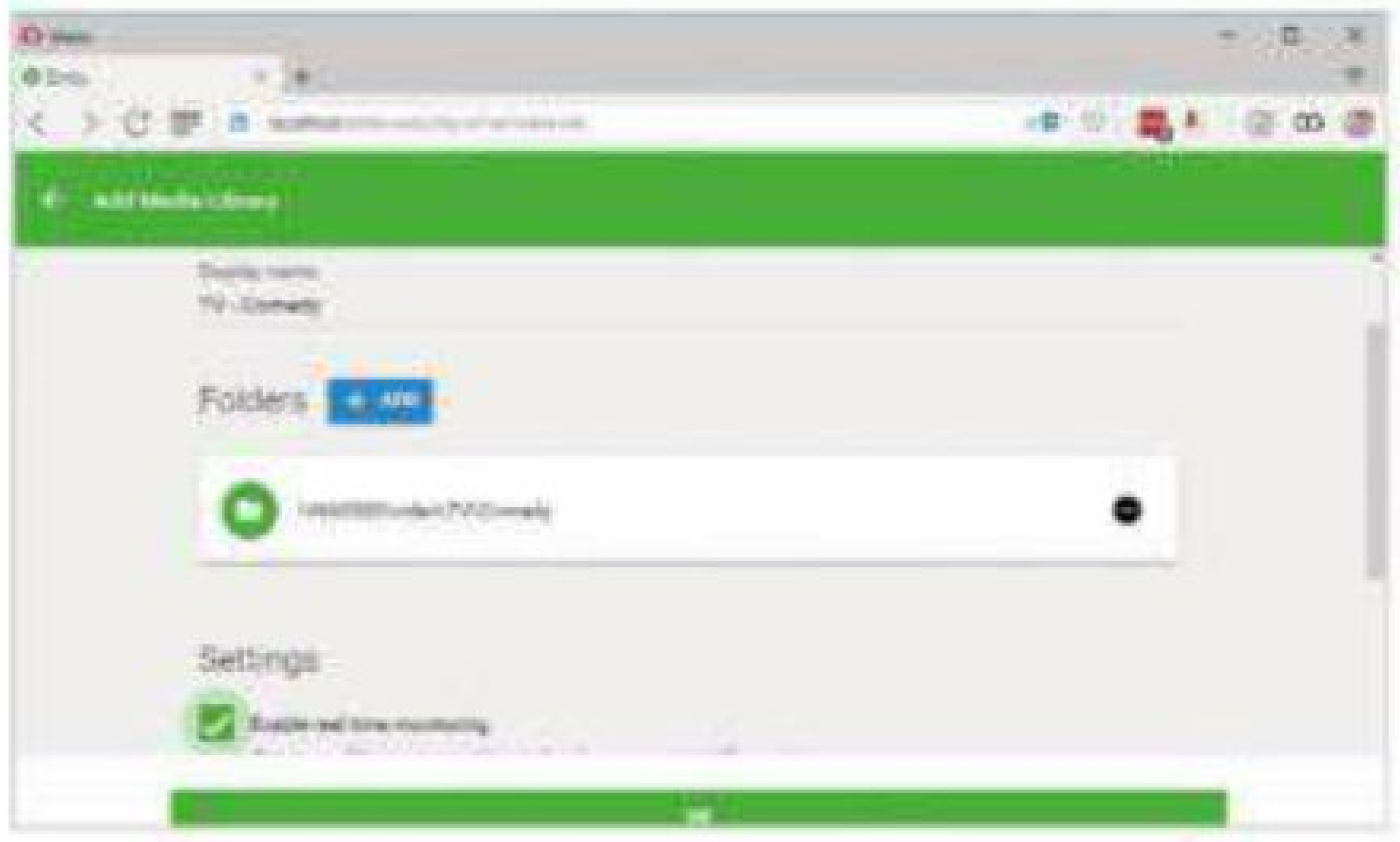
1 Get it installed

Browse emby.media, click 'Download' followed by 'Windows' under Emby Server and finally head for the 'Stable Release'. Save the download stub to your 'Downloads' folder, then double-click the 'setup.exe' file and follow the prompts to install it – if necessary, it'll install the .NET Framework before prompting you to click 'Run' to finish the download and install process.



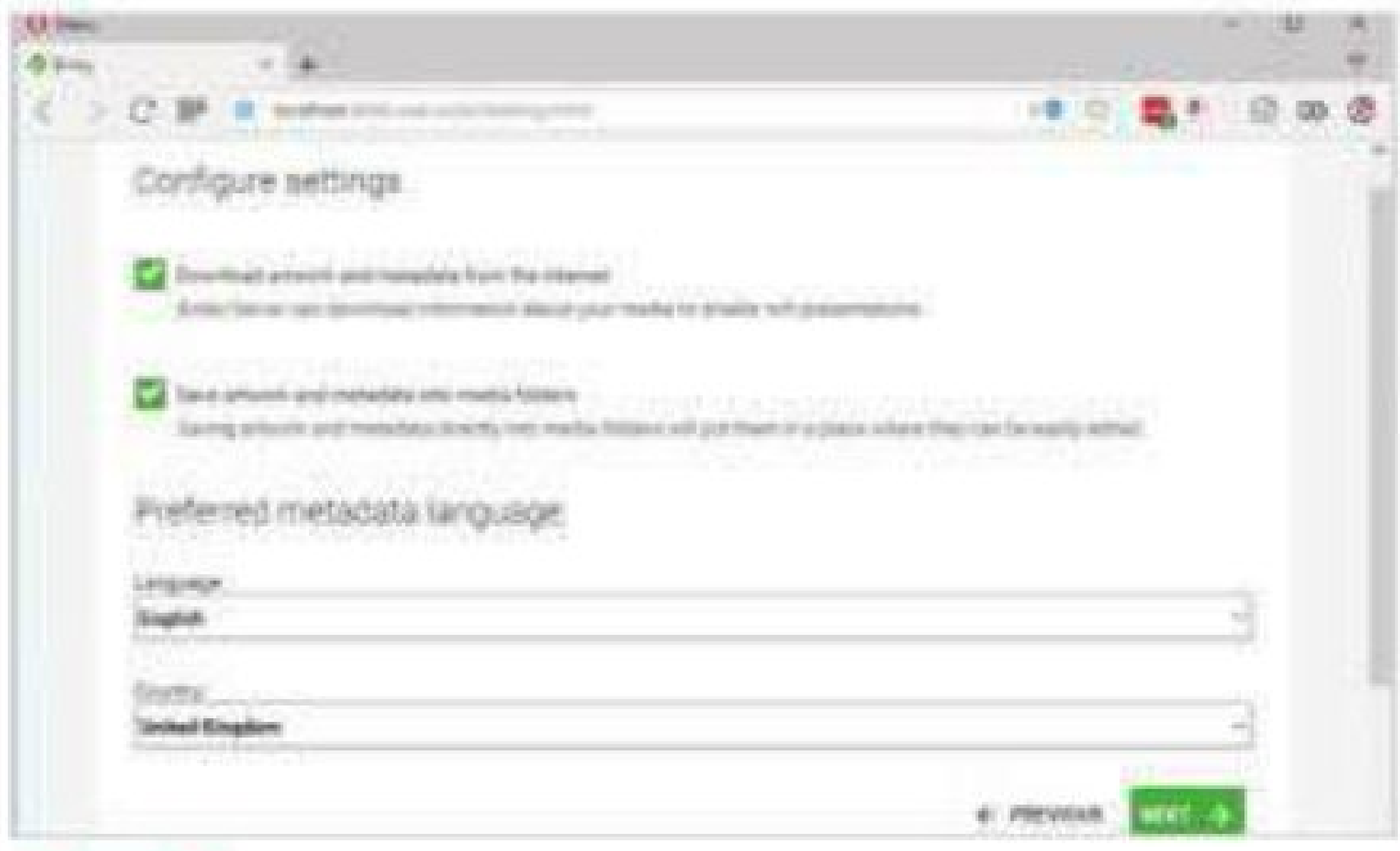
2 Initial setup

Emby doesn't have an interface of its own – it runs through your browser, which will open to the Emby setup wizard (Emby will also appear as an icon in your Taskbar Notification area going forward). First choose 'English (United Kingdom)' under display language, click Next, then give yourself a suitable username or link an Emby Connect account if you have one before clicking 'Next' again.



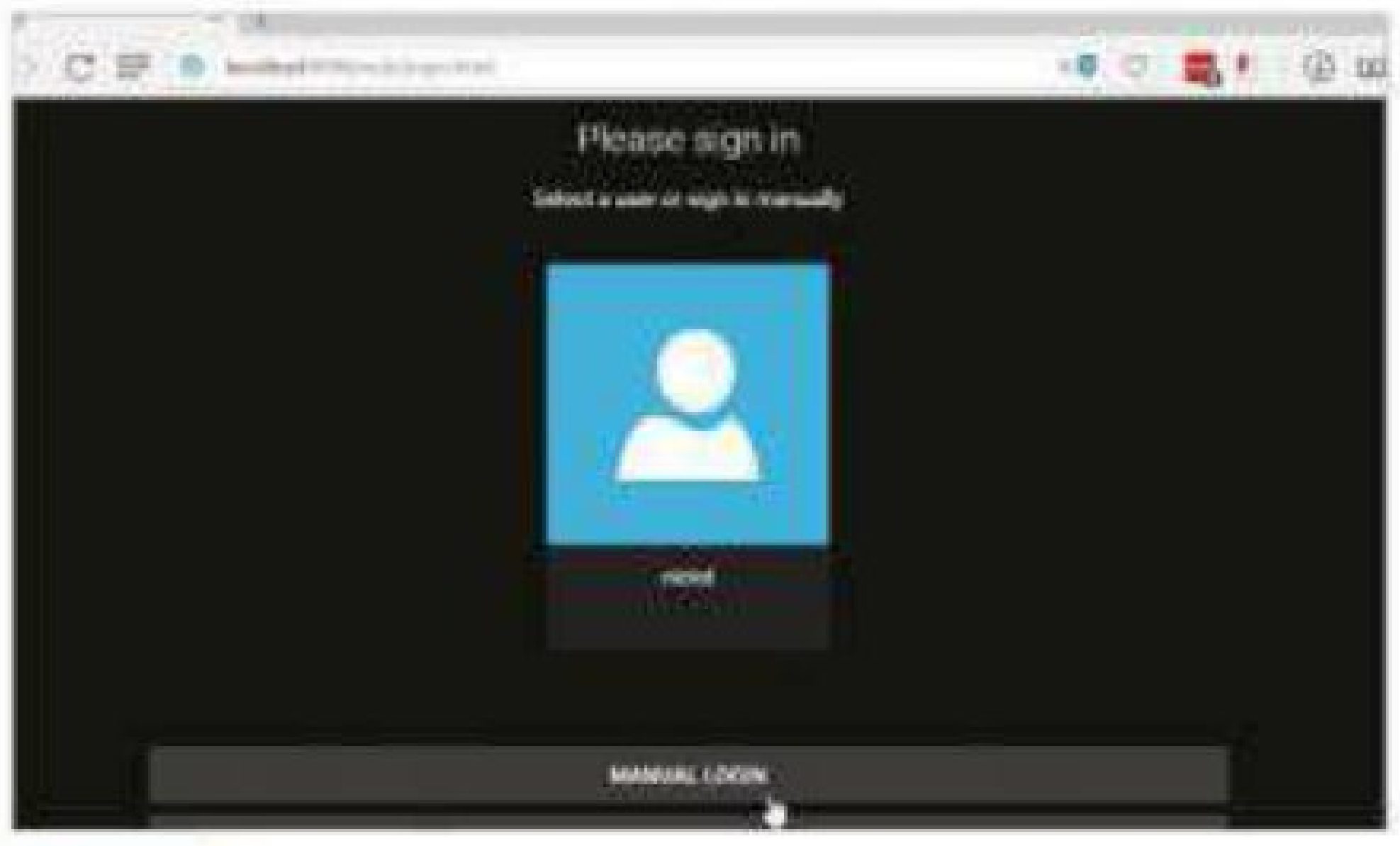
3 Add media library

Click 'Add Media Library' to add your first folder. Click the blank 'Content' type dropdown menu to choose the type of media (such as Music, TV, Movies and so on). Confirm its display name before clicking the '+ Add' button to select the folder containing your content. Add more folders if necessary, and enable advanced options if required before clicking 'OK'.



4 Metadata settings

Add more libraries as required (you can add more later too) before clicking 'Next'. Choose United Kingdom for the metadata country and choose whether or not to save metadata into the media folders themselves rather than Emby's own folder – recommended in most cases. Click 'Next' – if you have a HDHomeRun Connect device, you can configure it now; click 'Skip' otherwize.the download and install process.

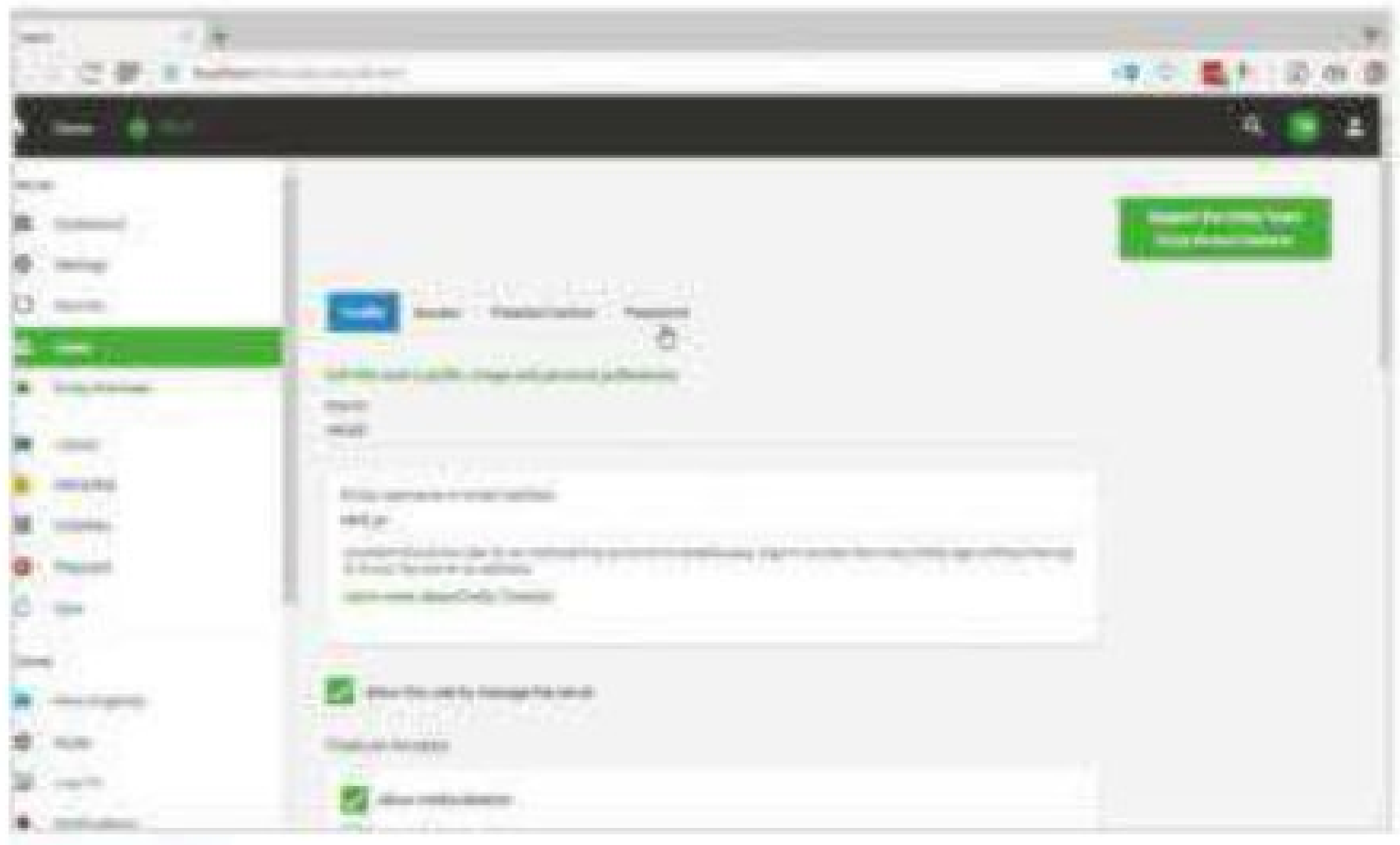


5 Final steps

Review the comment about running Emby as a service – for most people, the default settings are fine.

Click 'Next' to read and accept the terms of service and click 'Next' again followed by 'Finish'.

You'll be asked to sign in – simply click your Emby username to be taken to the main control panel from where you'll configure Emby further going forward.



6 Take the tour

Click the 'Take the tour' link to get a quick glimpse at the various sections of the Emby Server dashboard.

If your PC is shared we recommend selecting 'Users' to password-protect your own account and then create user profiles for others (you can apply parental controls to your children, for example).

Select 'Library' to add more folders to your library.

Watch media on other devices

Discover how to access your Emby movies, music and photos from anywhere in your home

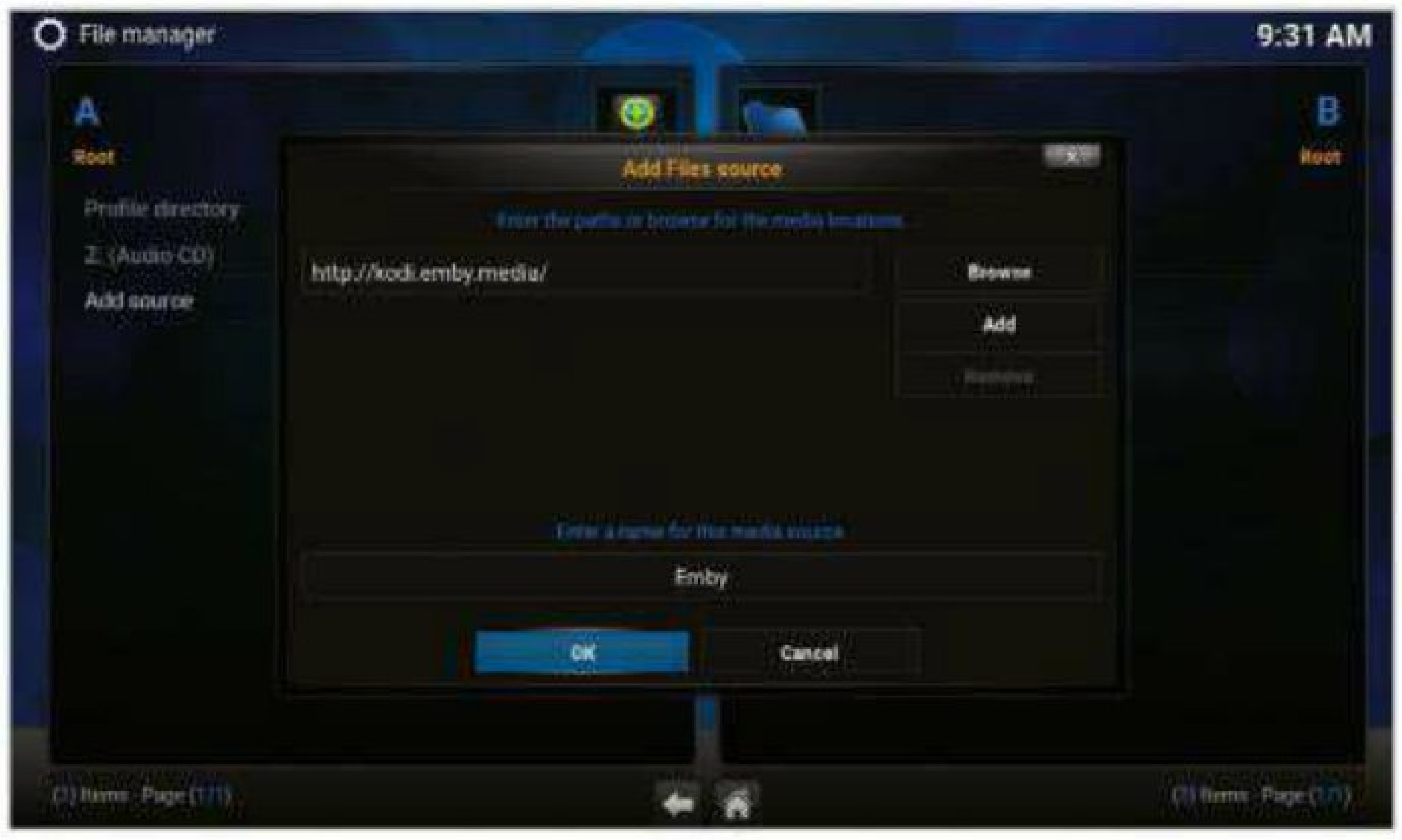
Emby Media Server is now up and running, your media library is cataloged and now accessible in all its technicolour glory. You're now in a position to look at how you can consume your content from other computers, mobiles and smart devices – and the good news is, pretty much anything you own can be configured to access your Emby server. Let's start with your Windows 10 PC – the box on the next page reveals how you can use an official Emby Theater app to browse your media from the desktop. An alternative to using the official app – and one that also works on Mac and Linux too – is Kodi (kodi.tv). This is a brilliant media centre application that's completely free, looks gorgeous on the big screen and requires minimal effort to set up. All you need is the Emby add-on, which links Kodi to your media library, and the step-by-step guide reveals how to add this to all your Kodi devices, including Android and Raspberry Pi (running OSMC). Pi users should switch back to the Confluence skin before attempting to add it, and should ignore the final step about trying a different skin.

> "Your media can be accessed from other smart devices in your home"

Other devices

Your media server can be accessed from other smart devices in your home too. There are official apps for Android, iOS, Apple TV (latest models only), Amazon Fire TV, Samsung Smart TV, Xbox (360 and One models) and Roku devices (Now TV owners should check the box opposite for a link that explains how to load the app on to your box). Only the Android, iOS and Amazon apps require payment, either standalone or via Emby Premiere, a subscription-based service that opens up access to certain features (see https://emby.media/premiere.html for details). Android users can bypass this cost by using the free Kodi app instead, which works the same way as its desktop counterpart.

If you own an older Apple TV device, you'll need to either jailbreak it (not recommended) or use

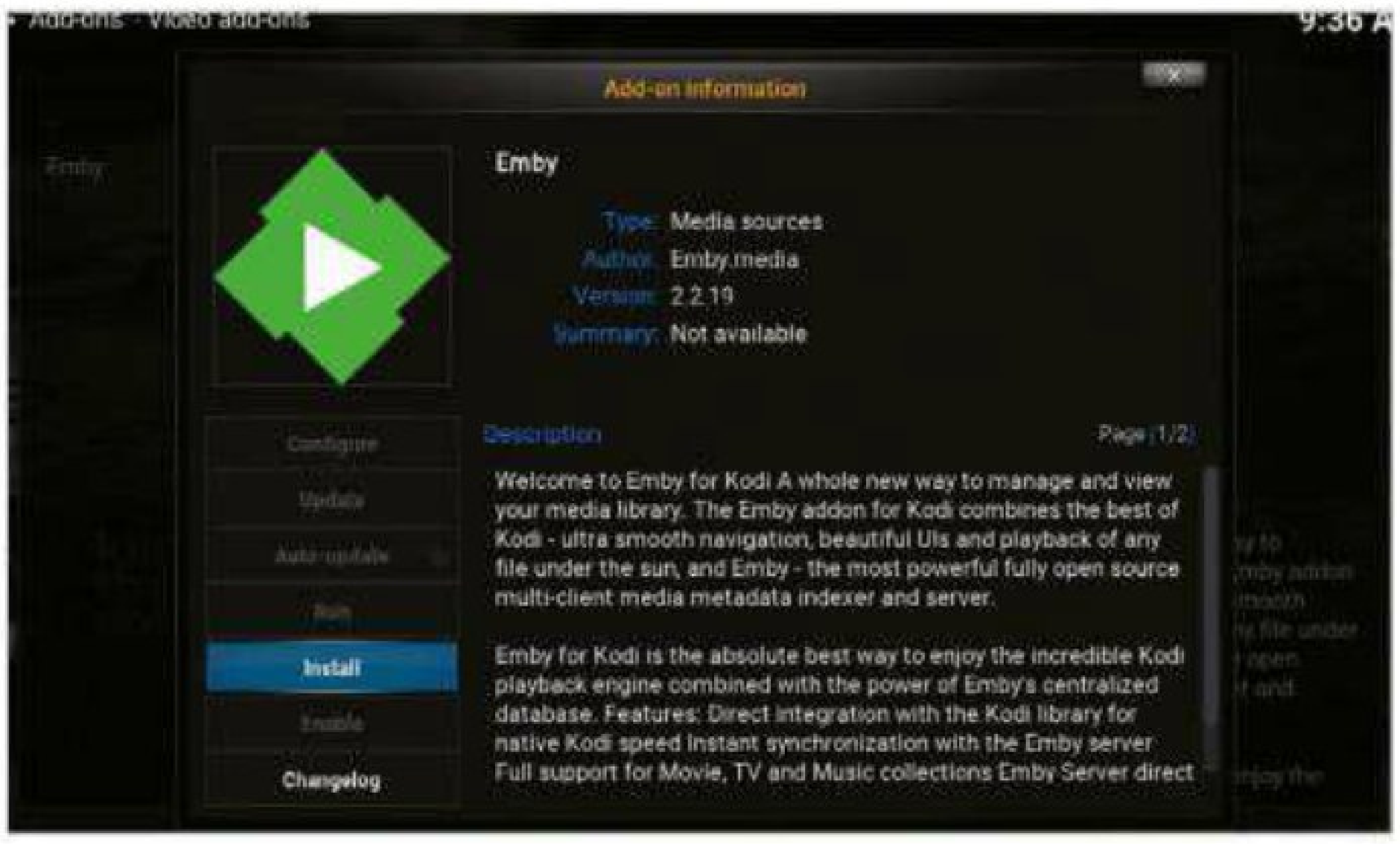


http://kodi.emby.media/

Emby

1 Install Emby add-on

Open Kodi, then navigate to 'System > File manager' and click 'Add source' in the left-hand pane. Enter http://kodi.emby.media into the <none> field, name the source Emby and click OK. Now browse to 'System > Settings > Add-ons > Install from zip file', select 'Emby > repository.emby.kodi-1.0.3.zip'. Finally, select 'Install from Repository > Kodi Emby AddOns > Video add-ons > Emby'.



Emby

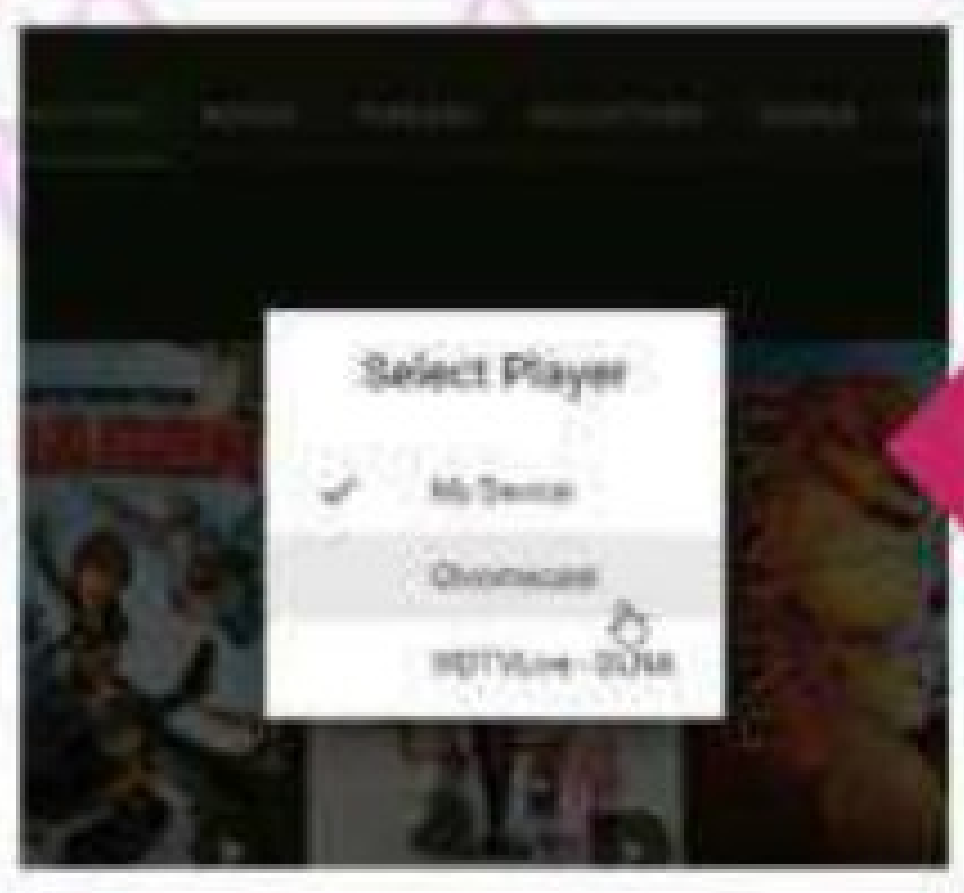
Type: Media sources
Author: Emby.media
Version: 2.2.19
Summary: Not available

Welcome to Emby for Kodi A whole new way to manage and view your media library. The Emby addon for Kodi combines the best of Kodi - ultra smooth navigation, beautiful UIs and playback of any file under the sun, and Emby - the most powerful fully open source multi-client media metadata indexer and server.

Emby for Kodi is the absolute best way to enjoy the incredible Kodi playback engine combined with the power of Emby's centralized database. Features: Direct integration with the Kodi library for native Kodi speed Instant synchronization with the Emby server Full support for Movie, TV and Music collections Emby Server direct

2 Configure add-on

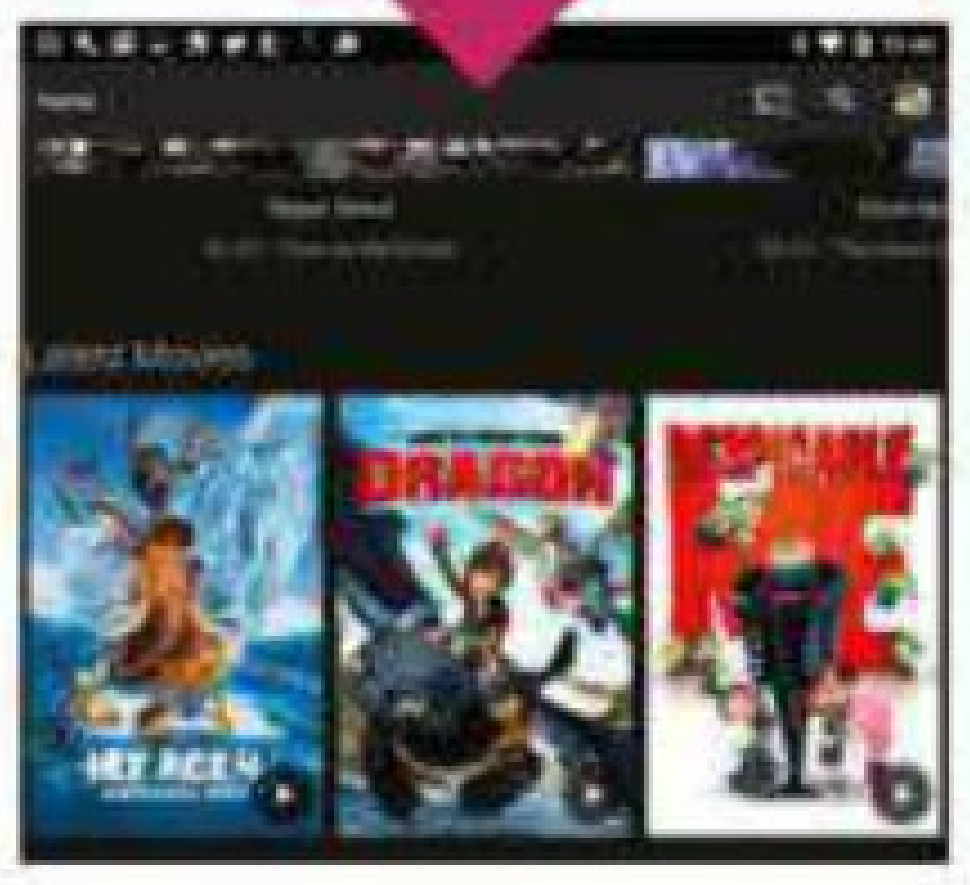
Click Install. After installation, Emby will attempt to detect your server – if you wish, tap Yes, then select your user. Choose whether or not to enable music, and tap 'Yes' to enable direct streaming should you need access outside your home. Finish with your password. Once done, click the add-on and choose Configure to tweak settings further – Sync Options is a good place to start.



Chromecast
Cast media using the official Android or iOS app, or from your server's browser tab in Chrome.

Android
Either pay for the official Emby app, or install Kodi for free through the Google Play Store.

Raspberry Pi
Use the OSMC (osmc.tv) distro in tandem with the 'Kodi for Emby' add-on to easily access all your media.

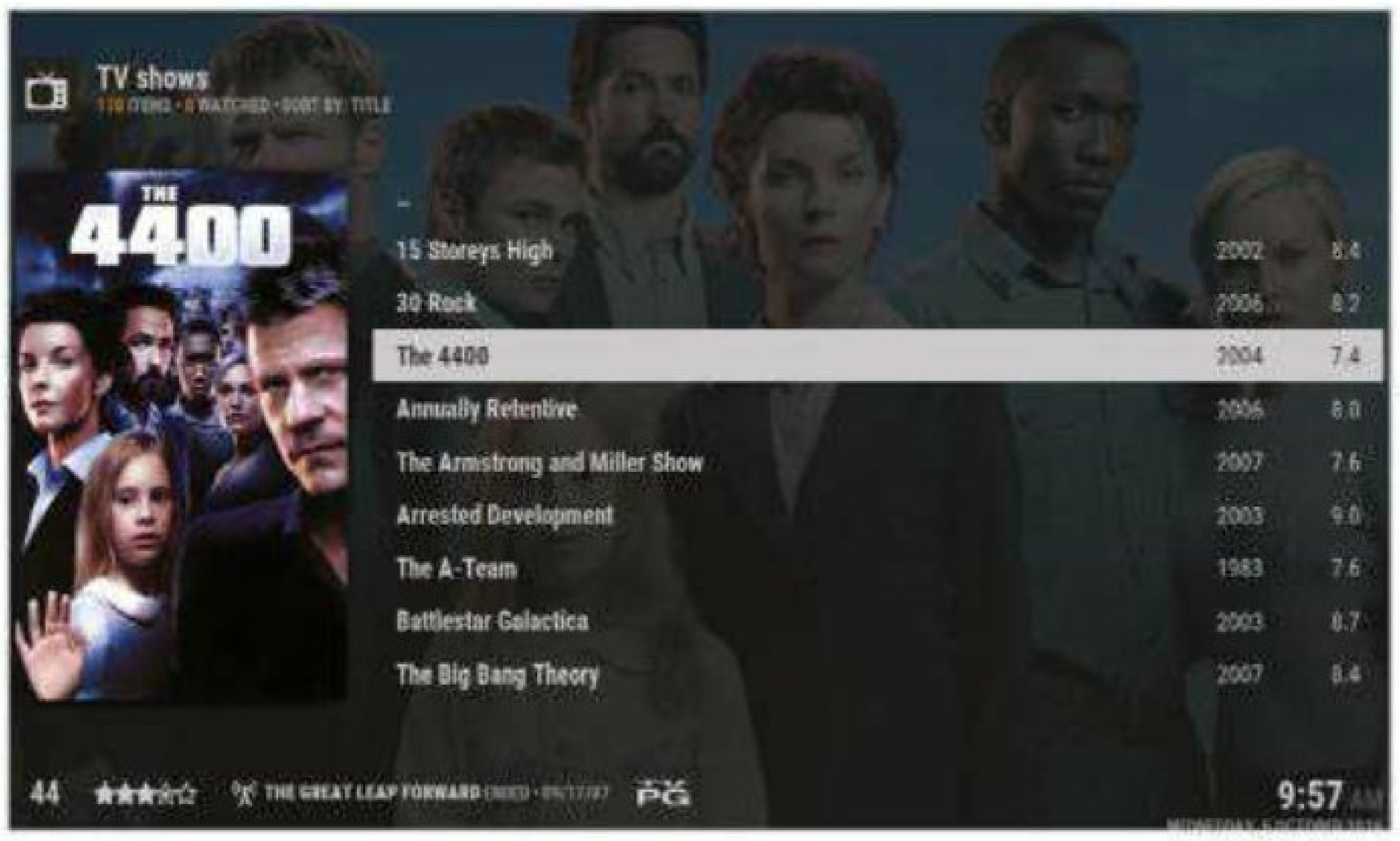


iPad/iPhone
The official Emby app costs $4.99 standalone, or is free as part of an Emby Premiere subscription.

NowTV box
Follow the guide at bit.ly/emby-nowtv to side-load the Emby app on to your box.

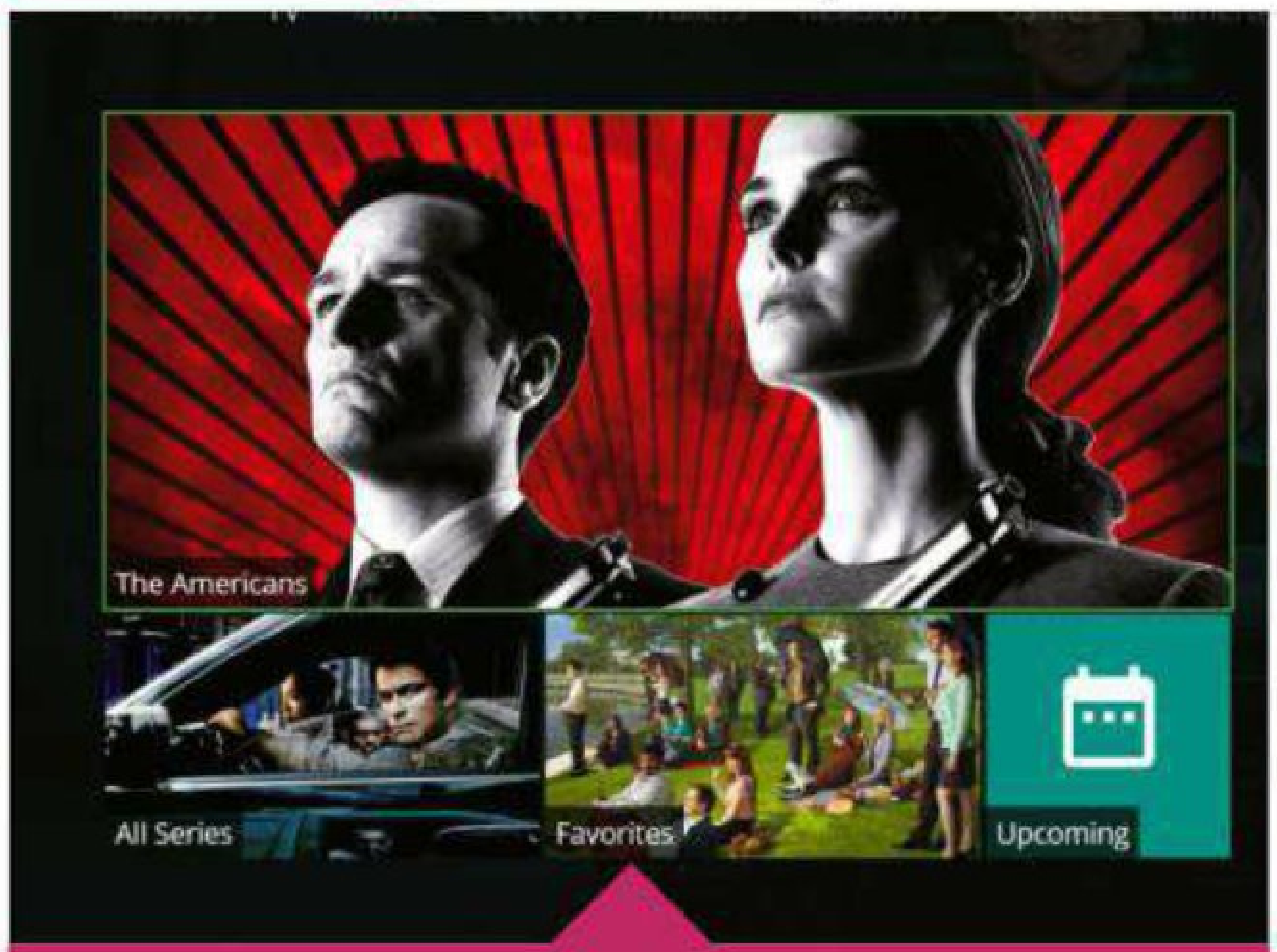
your iPhone or iPad's AirPlay streaming feature to stream content from your app to the Apple TV. VidOn Player HD supports AirPlay on pre-Lollipop Android devices via 'Settings > AirPlay'. Choose 'Compatibility Mode' for best results. You can 'cast' from supported apps or your browser to a Google Chromecast device plugged into your TV.

Emby also supports the universal DLNA protocol, so any app or device you own that supports this will also give you access to your media for free, albeit without the slick user interface. Supported devices and apps include VLC for iOS (iPhone and iPad), Sony PS3 and PS4, and pretty much any smart Blu-ray player, TV or set-top box like the Humax range of Freeview and Freesat boxes.


TV shows
THE 4400
15 Storeys High 2002 8.4
30 Rock 2006 8.2
The 4400 2004 7.4
Annually Retentive 2006 8.0
The Armstrong and Miller Show 2007 7.6
Arrested Development 2003 9.0
The A-Team 1983 7.6
Battlestar Galactica 2003 8.7
The Big Bang Theory 2007 8.4
9:57

3 Add skin

While the add-on syncs your media library (it could take a little while) tap OK followed by the Home button. You can now browse your Emby libraries via the Video or Music Add-ons menu – tap Emby to browse and access your media. Don't like the look? Add the 'Beta' version of the Emby repository, then install 'Arctic Zephyr' from 'Add-ons > Install from repository > Kodi Emby Beta Addons > Skin'.


The Americans
All Series
Favorites
Upcoming

Watch media on other PCs

Emby Theater provides you with a quick and easy way to consume all your media

One way to watch your Emby hosted media on another PC is to log into it through your web browser by typing **servername:8096** into the Address Bar, substituting 'servername' for the network name or IP address of the PC that Emby Media Server is running on. But why do that when there's a beautifully designed app that's geared towards letting you consume your media in the best possible environment?

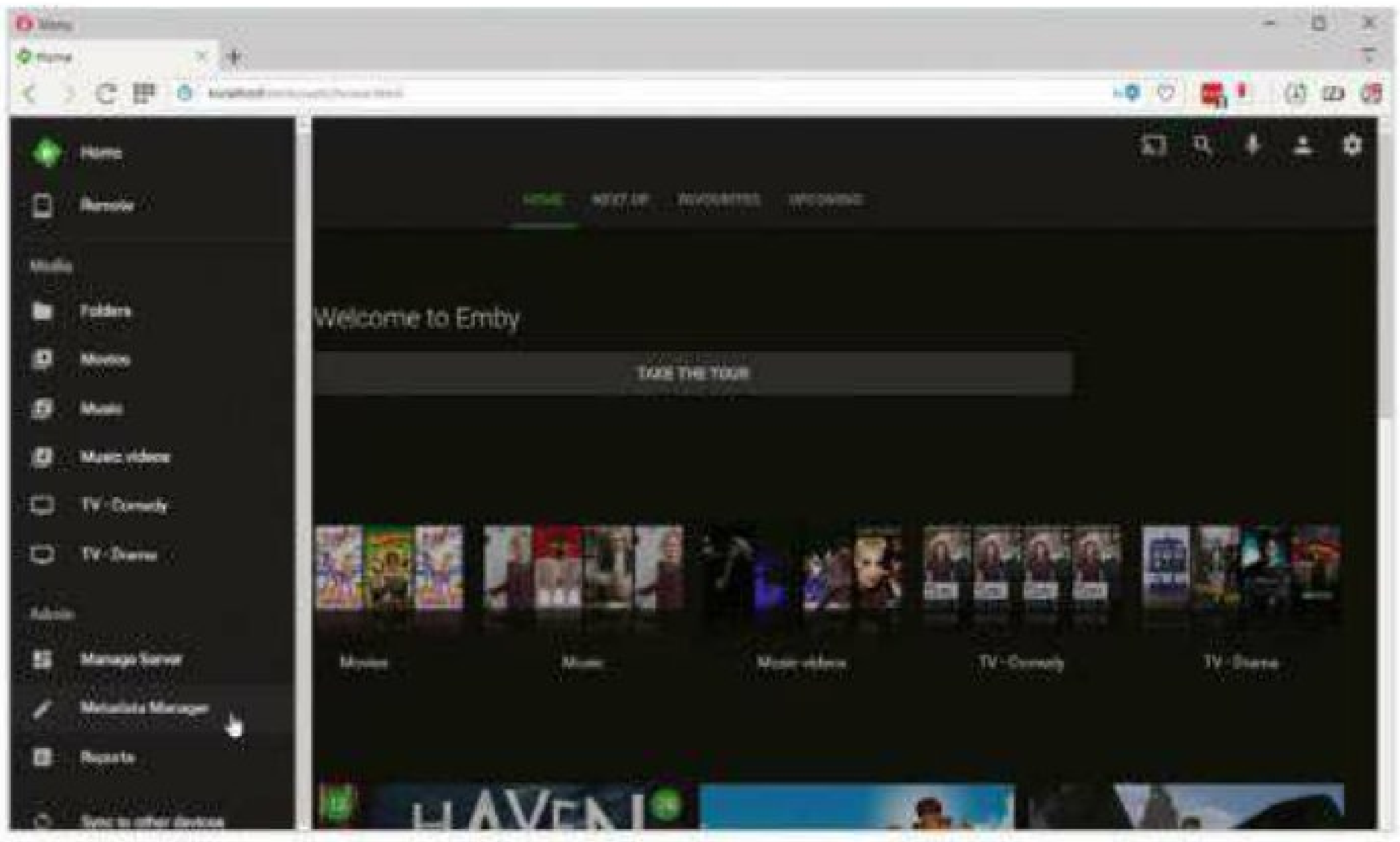
The app in question is Emby Theater. The latest version, available through the Windows Store, requires an Emby Premiere subscription to use, but don't let that stop you: a special Legacy version can be downloaded for free via the link provided at **https://emby.media/emby-theater.html** – it's completely portable, no installation required, and should connect to your server the moment it's up and running.

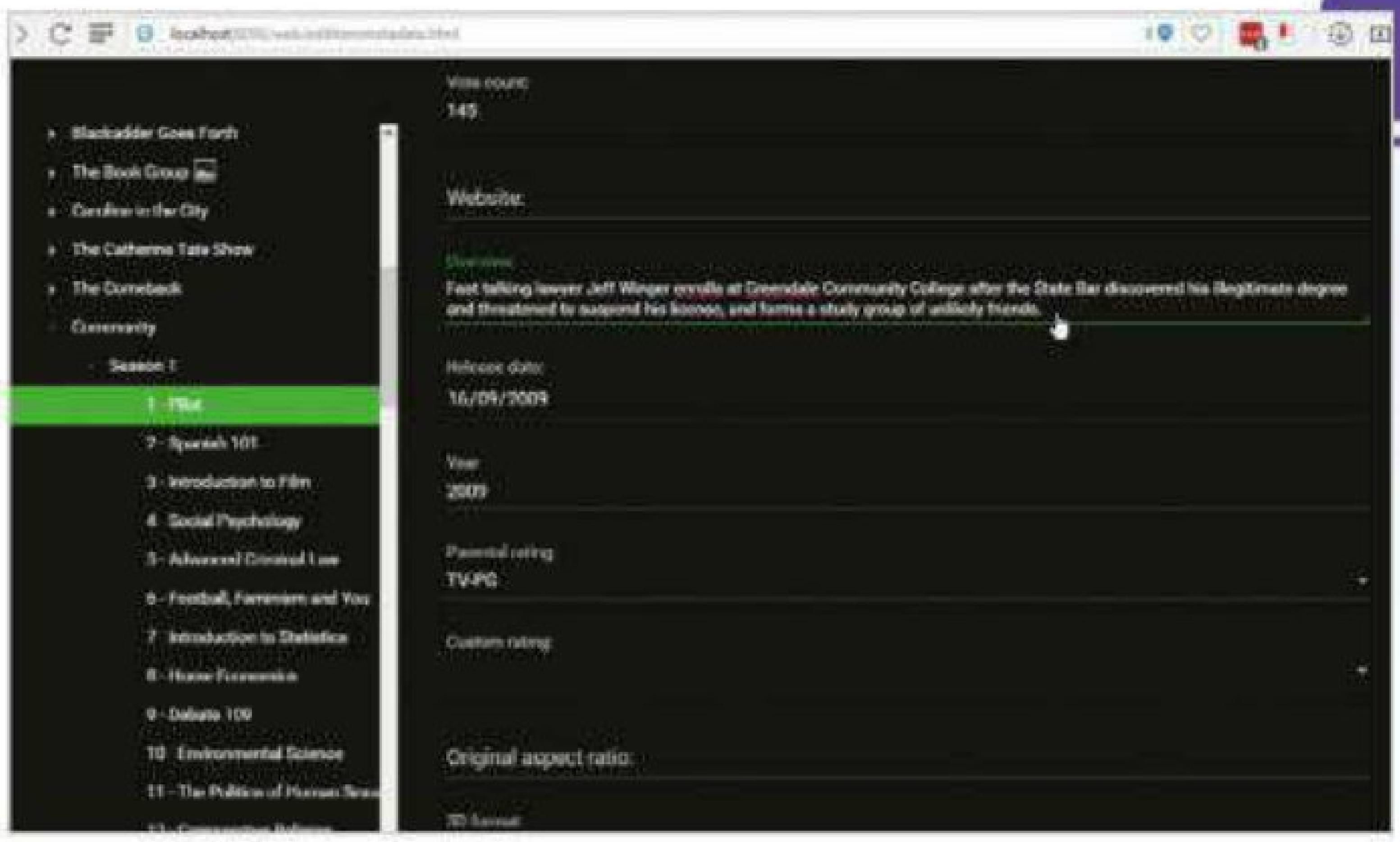
Back issues: StoreMags.com

Learn how to...

Do more with Emby Media Server

Discover how to manage metadata and restrict access to your server on a user-by-user basis


Home
Remote
Media
Folders
Movies
Music
Music videos
TV - Comedy
TV - Drama
Admin
Manage Server
Metadata Manager
Reports
Sync to other devices
HOME
NEXT UP
FAVOURITES
UPCOMING
Welcome to Emby
TAKE THE TOUR
Movies
Music
Music videos
TV - Comedy
TV - Drama
HAVEN


Blackadder Goes Forth
The Book Group
Caroline in the City
The Catherine Tate Show
The Comeback
Community
Season 1
1 - Pilot
2 - Spanish 101
3 - Introduction to Film
4 - Social Psychology
5 - Advanced Criminal Law
6 - Football, Feminism and You
7 - Introduction to Statistics
8 - Home Economics
9 - Debate 109
10 - Environmental Science

Vote count:
145

Website:

Release date:
16/09/2009

Year
2009

Parental rating
TV-PG

Custom rating

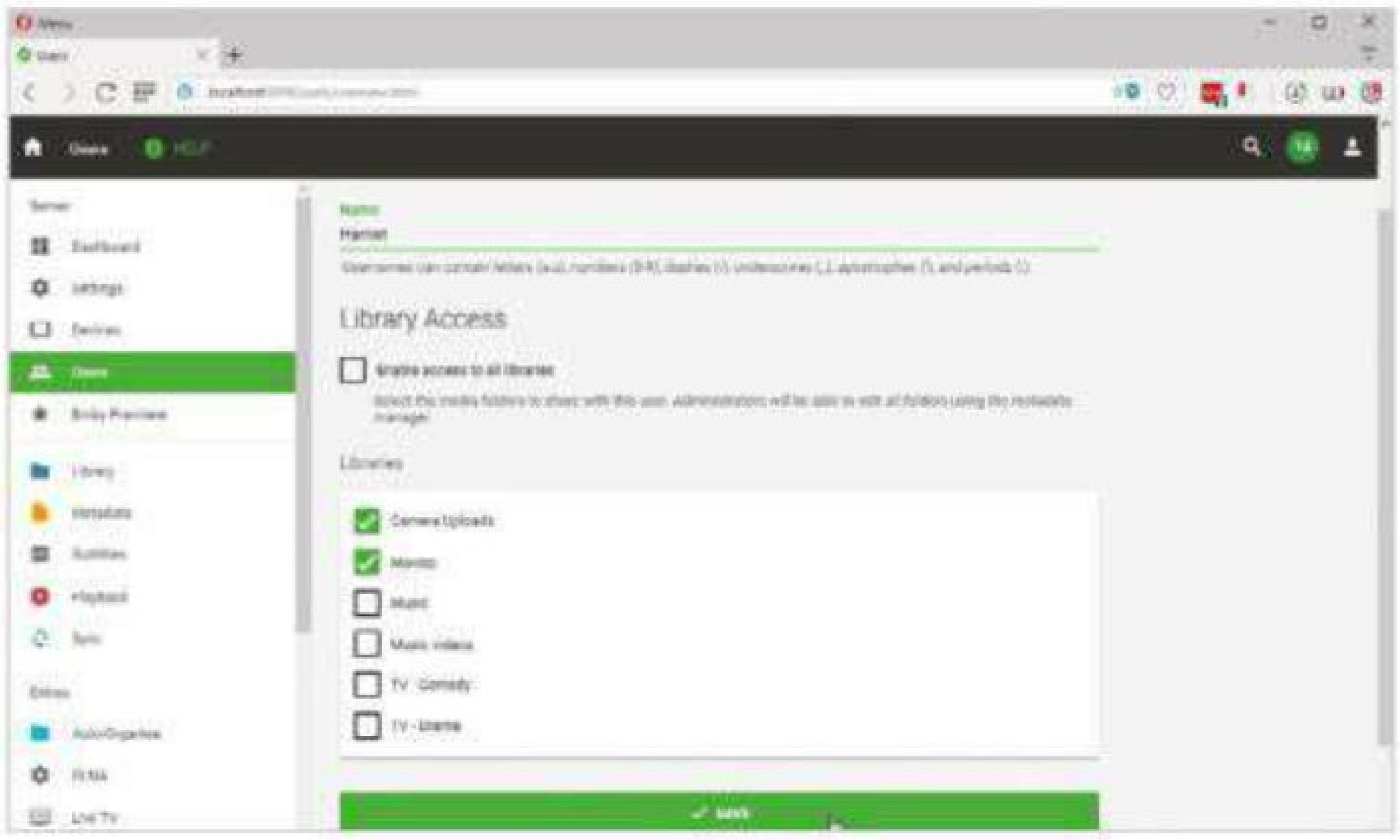
Original aspect ratio:

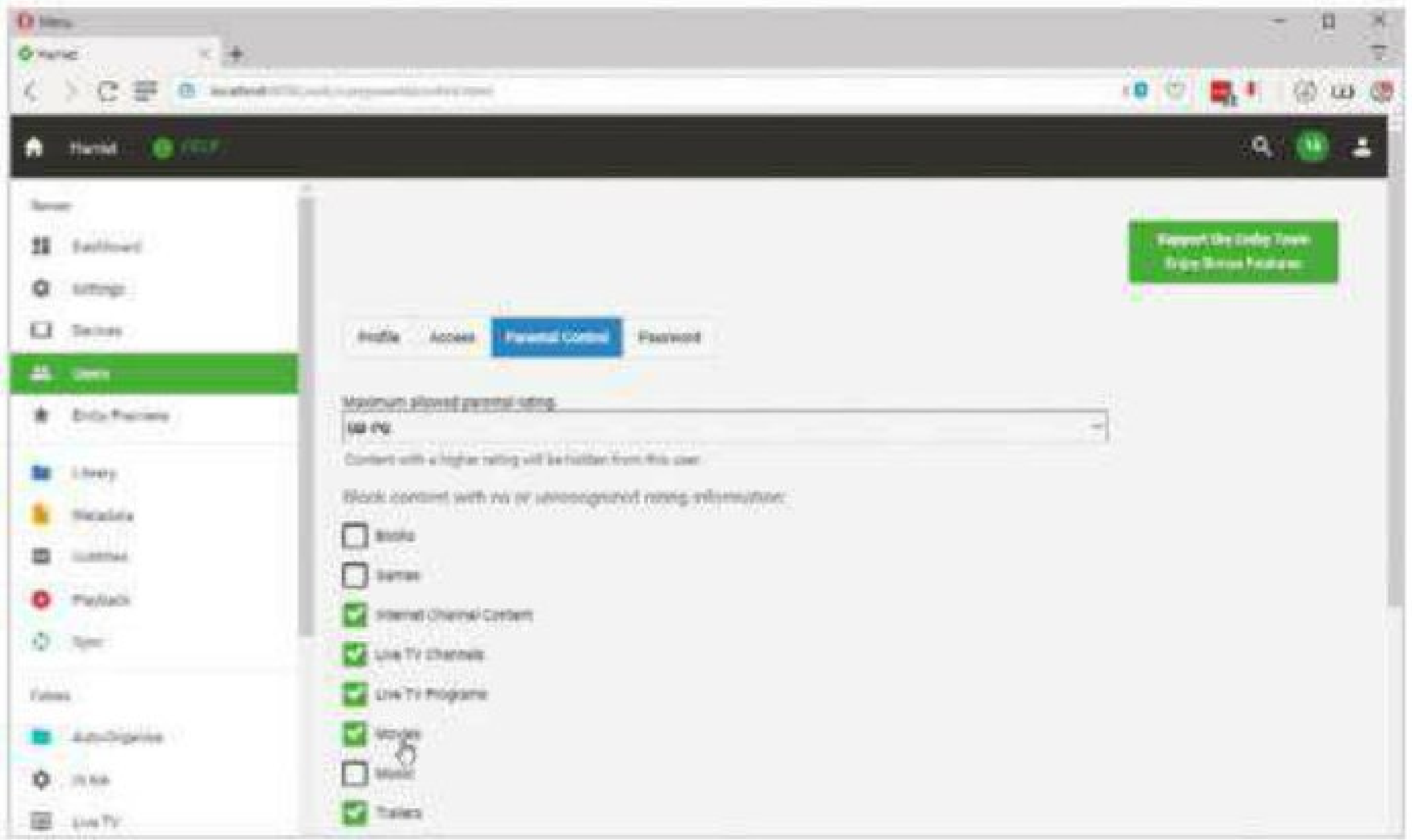
1 Manage metadata

Emby should automatically tag your media correctly, but if it doesn't – or if you have particular labelling tastes – you can manually edit and add information and artwork (metadata) to any media file, such as home videos. Click the slide-out menu button (▫) and choose 'Metadata Manager' under Admin. Browse your library using the left-hand pane to select an item, such as a TV show, season or an individual episode.

2 Make changes

You can manually edit any of the fields by clicking inside it and making changes, then clicking the 'Save' button. Alternatively, click the menu button next to 'Save' (the button with three lines on top of each other) and choose 'Edit images' to change the imagery for that item, or 'Identify' to correct a mismatch the easy way: just search for the correct match, then let it overwrite the metadata quickly and automatically.


Users
HELP
Dashboard
Settings
Devices
Users
Emby Premiere
Library
Metadata
Subtitles
Playback
Sync
Auto-Organize
DLNA
Live TV
Library Access
Libraries
Camera Uploads
Movies
Music
Music videos
TV - Comedy
TV - Drama
SAVE


Harriet
HELP
Dashboard
Settings
Devices
Users
Emby Premiere
Library
Metadata
Subtitles
Playback
Sync
Auto-Organize
DLNA
Live TV
Support the Emby Team
Enjoy Bonus Features
Profile
Access
Parental Control
Password
Maximum allowed parental rating:
TV-PG
Books
Games
Internet Channel Content
Live TV Channels
Live TV Programs
Movies
Music
Trailers

3 Set up multi-user access

Give different members of your household – including children – a custom level of access to your server. Click the menu button and choose 'Manage Server', then select Users in the left-hand pane. Click the 'Add button' next to Users. Enter their name, then untick 'Enable access to all libraries' if you want to restrict access to specific libraries only. Click Save to continue.

4 Set parental controls

Work through the tabs setting appropriate levels of access to the server. Pay particular attention to the 'Parental Control' tab if you're configuring a child's account – set a parental control rating, which should apply to most items in your library, then tick the boxes of those items you want to block should no rating be supplied for items of that type.

Watch and record live TV

Add live TV and DVR recording facilities to your media server

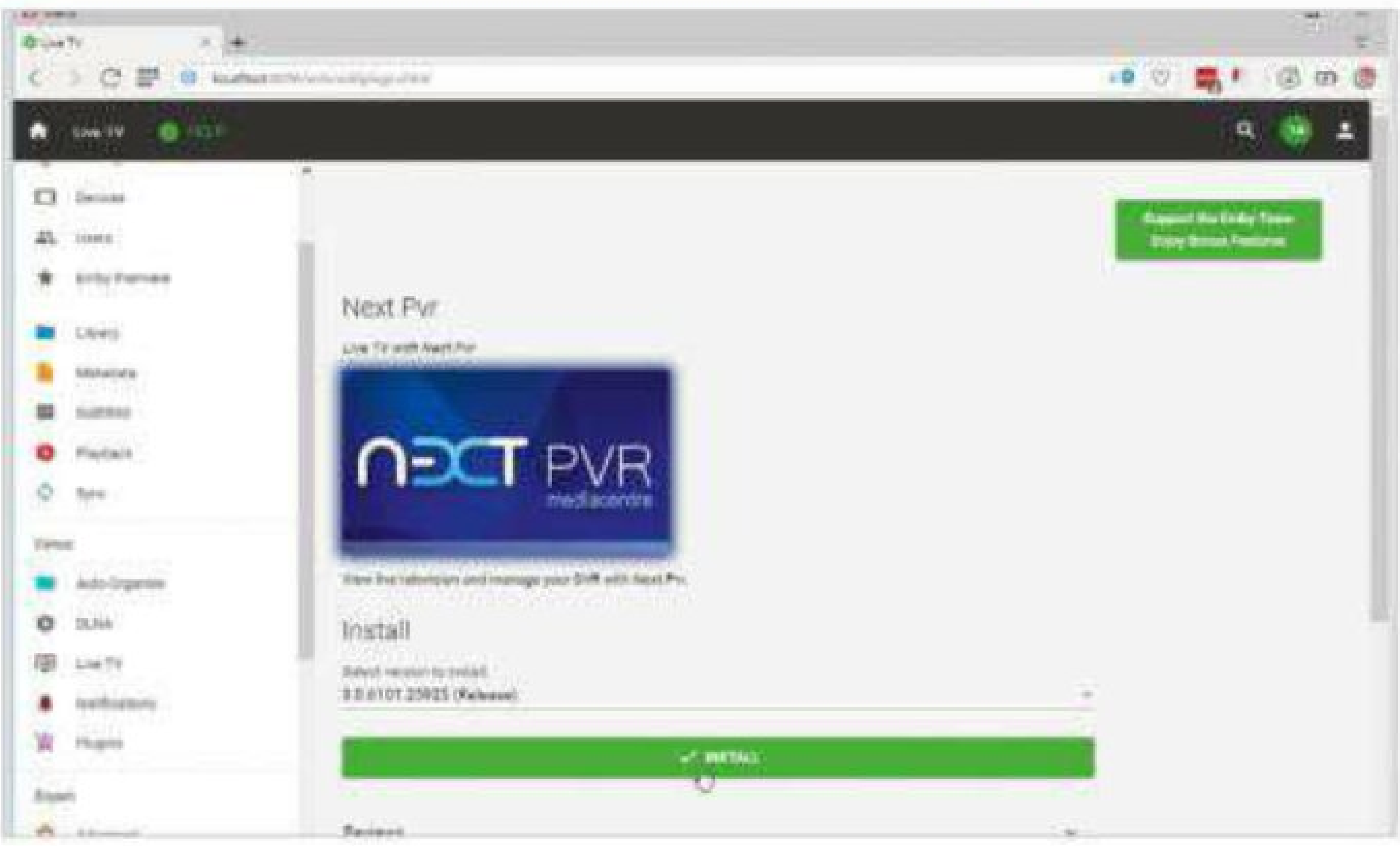
TIME TAKEN
1 hour

For anyone who'd like to add live TV to Emby's capabilities (plus add support for recording programme to add to your library) then you need to know the job's more involved than simply plugging in your TV tuner and letting Emby handle the rest. Emby needs to interact with a separate TV server, which can be a standalone device (the HDHomeRun CONNECT – see over the page), the PC you're running Emby Server on, or another computer. The latter option is a good choice if your Emby PC isn't particularly powerful, or your TV aerial socket is a long way away from your main PC. HDHomeRun users can simply set up support directly from within Emby itself; other devices require you to first install TV server software on your other PC or computer, then install and link the appropriate add-in through Emby.

Choose your server

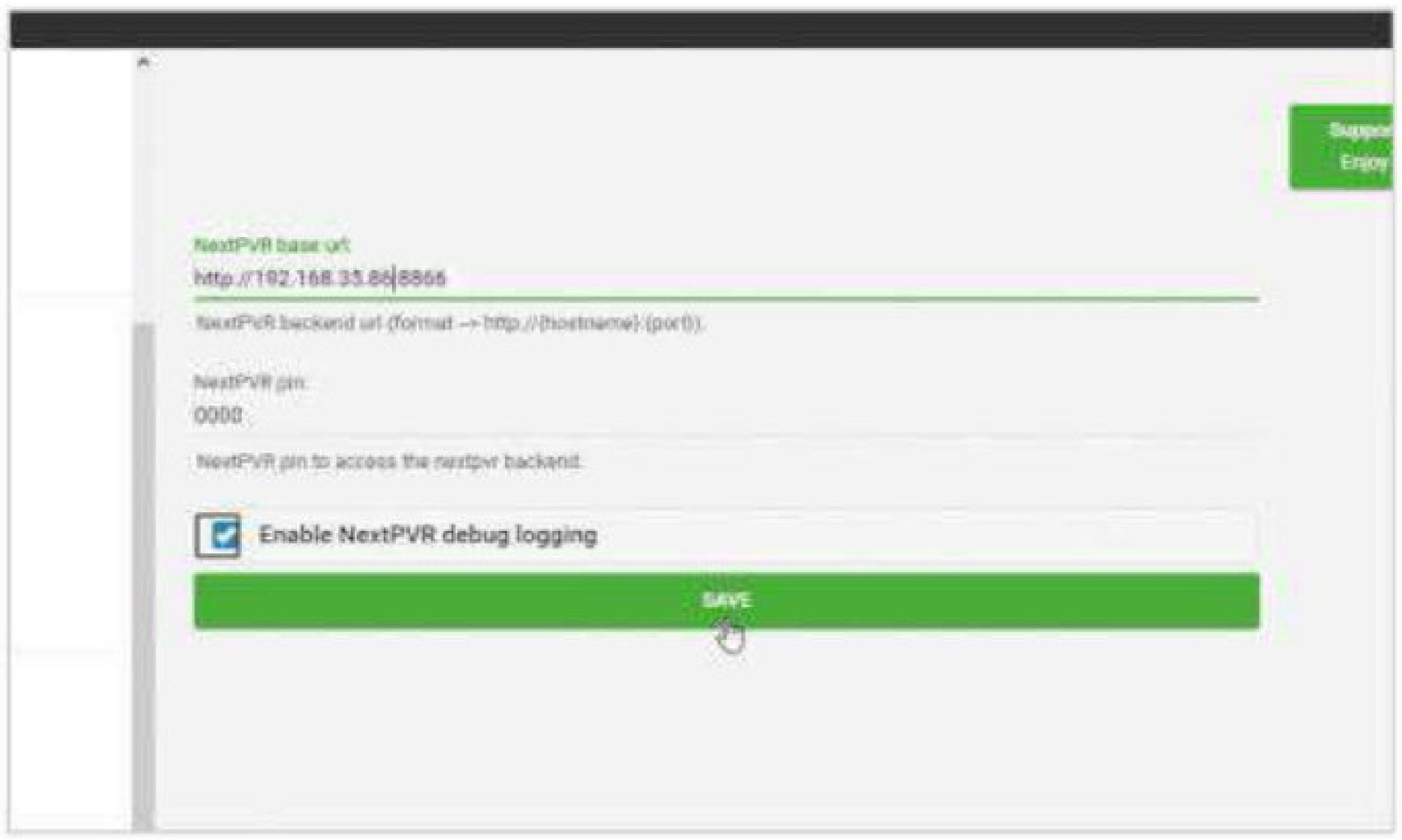
If your TV server is running Windows, NextPVR (www.nextpvr.com) is free and straightforward to set up – you'll also need the free LAV Decoders (www.fosshub.com/LAV-Filters.html). Once installed, launch it via the Search box. The Settings window should open automatically, so select Devices in the left-hand pane and your tuner should be visible as a DVB-T type device. Select and click 'Device Setup'. Select United Kingdom from the Country drop-down menu, and 'All Regions – Frequencies' under Region. Tick 'Scan Offsets' and click Scan to find all available channels. When it's done, click OK twice, select Channels, and click 'Update EPG'. Once TV has been set up, select Recordings to choose a different drive or folder to store recorded TV programmes on. Next, select Decoders – you'll see the MPEG2 Video decoder is currently set to Disabled, change this to LAV Video Decoder. Finally, head down to the Clients section and tick 'Allow remote access' under 'XBMC & Touch clients'. Now follow the step-by-step guide to access it from Emby.

Configure live TV support



1 Install plug-in

Leave your TV server on, running and connected to the network. Now open Emby Media Server in your browser and click the Settings button in the top right-hand corner of the screen. Select 'Live TV' under Extras and select the 'Services' tab to see a list of available services. Select the 'Next PVR' service and click 'Install' followed by 'OK'.



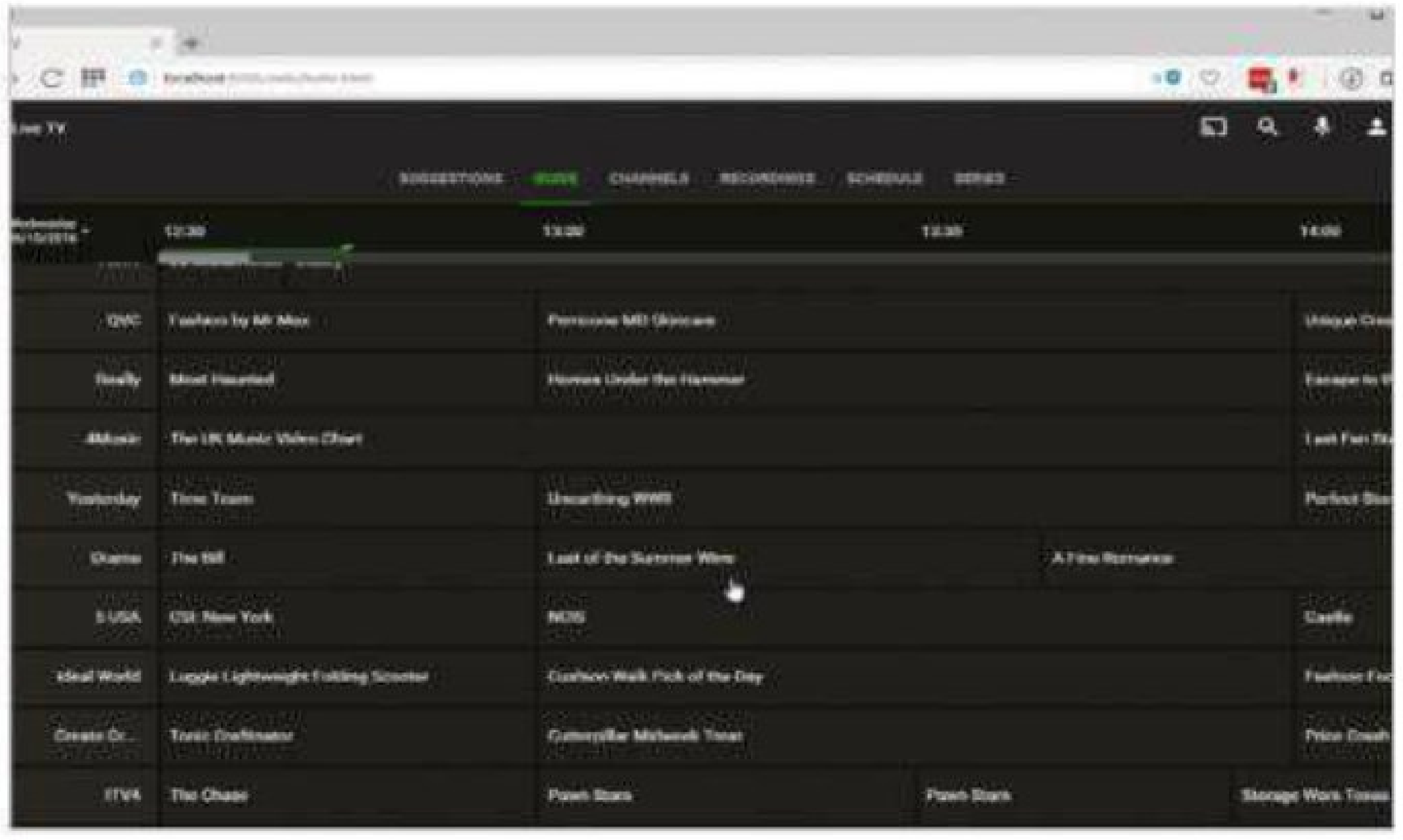
NextPVR base url:
http://192.168.35.86:8866
NextPVR backend url (format --> http://{hostname}:{port}).

NextPVR pin:
0000
NextPVR pin to access the nextpvr backend.

☑ Enable NextPVR debug logging

2 Configure plug-in

Go to Dashboard and click 'Restart > OK'. Now return to the 'Services' tab under the Live TV section. Click the logo to access the settings screen. You need to change the local host reference under 'NextPVR base URL' to the IP address that the server is installed on. Click 'Live TV' under 'Extras' again – your tuners should now be listed.



3 Add a guide

Click 'Refresh Guide Data' and click 'OK' to manually pull in the EPG data from your server PC. Now click the Home button and select Live TV – if all is well, you should find the various tabs allow you to browse the guide – click a programme to record it or watch it live. Other features such as series recording require Emby Premiere.

Synology DS216+II
$319.99, www.synology.com

Give different members of your household – including children – a custom level of access to your server. Click the menu button and choose 'Manage Server', then select Users in the left-hand pane. Click the 'Add button' next to Users. Enter their name, then untick 'Enable access to all libraries' if you want to restrict access to specific libraries only. Click Save to continue.

Recommended buys

Store your media safely, get it on to your TV, capture live programmes and extend Emby's capabilities with these top picks

Emby Media Server is brilliant on its own, but it really comes to life when paired with the right hardware. There are tons of options on both the server and client sides of the arrangement; you'll need a good machine to host Emby, and something capable to get it on your TV. The former is, basically, something you'll need to work out for yourself; hopefully you have a Windows 10 PC that's capable – if not, there are more difficult options (the Synology NAS above, for example). Whatever you use, make sure it's something you won't mind leaving on. Of course, there are other aspects of serving up your media to consider, from storage to live TV capture.

Roku Streaming Stick
$49.99, www.roku.com

If you want a one-stop shop to both Emby and all your other streaming services, from catch-up TV services to the likes of Amazon Prime, Netflix and NowTV, then the Roku Streaming Stick is the perfect choice. Its official Emby app is free, and the stick plugs into your TV's HDMI port, can be powered by a spare USB port, and comes with remote.

Seagate Backup Plus Hub

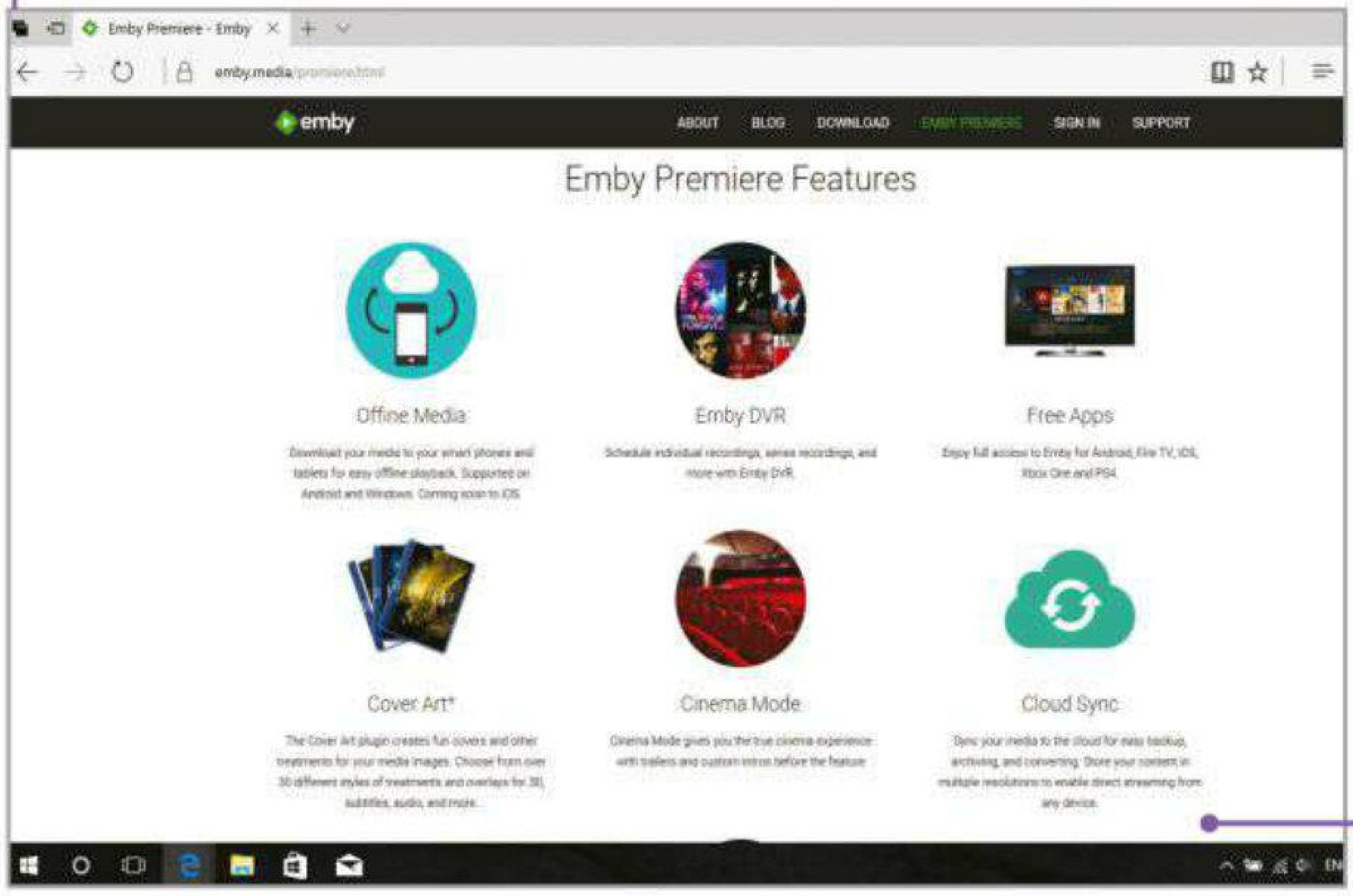
From $130, www.seagate.com

This external USB 3.0 model is one of the fastest on the market, with read/write speeds of up to 195MB/s and 180MB/s respectively. There's a built-in two-port USB 3.0 hub too, and with capacities from 4TB to 8TB available, ensures you'll be able to store both your media library (and hours upon hours of TV recordings) on a single drive.

Microsoft Surface Pen

$59.99, www.microsoft.com

If you own a Surface device this little gadget is perfect for making hand-written notes or precise drawing on the screen. There is an eraser button on the end that can be customized to do different things and the battery should last 18 months. A number of apps are available on the Windows store that utilize Surface Pen features.



Emby Premiere Features

Offline Media

Download your media to your smart phones and tablets for easy offline playback. Supported on Android and Windows. Coming soon to iOS.

Emby DVR

Schedule individual recordings, series recordings, and more with Emby DVR.

Free Apps

Enjoy full access to Emby for Android, Fire TV, iOS, Xbox One and PS4.

Cover Art*

The Cover Art plugin creates fun covers and other treatments for your media images. Choose from over 30 different styles of treatments and overlays for 3D, subtitles, audio, and more.

Cinema Mode

Cinema Mode gives you the true cinema experience with trailers and custom intros before the feature.

Cloud Sync

Sync your media to the cloud for easy backup, archiving, and converting. Store your content in multiple resolutions to enable direct streaming from any device.

Emby Premiere

$4.99/mo, $49.99/year, $119 lifetime, https://emby.media/premiere.html

Add more features to Emby Media Service by purchasing the Premiere service – there's folder, mobile and cloud sync, free access to all Emby apps, Cinema Mode (get trailers and custom intros before the main feature) and extended TV DVR features such as series recording. The lifetime purchase is pricey (look out for occasional discounts), so road-test with a monthly sub first.

Learn how to...

Share files, media and more with HomeGroups

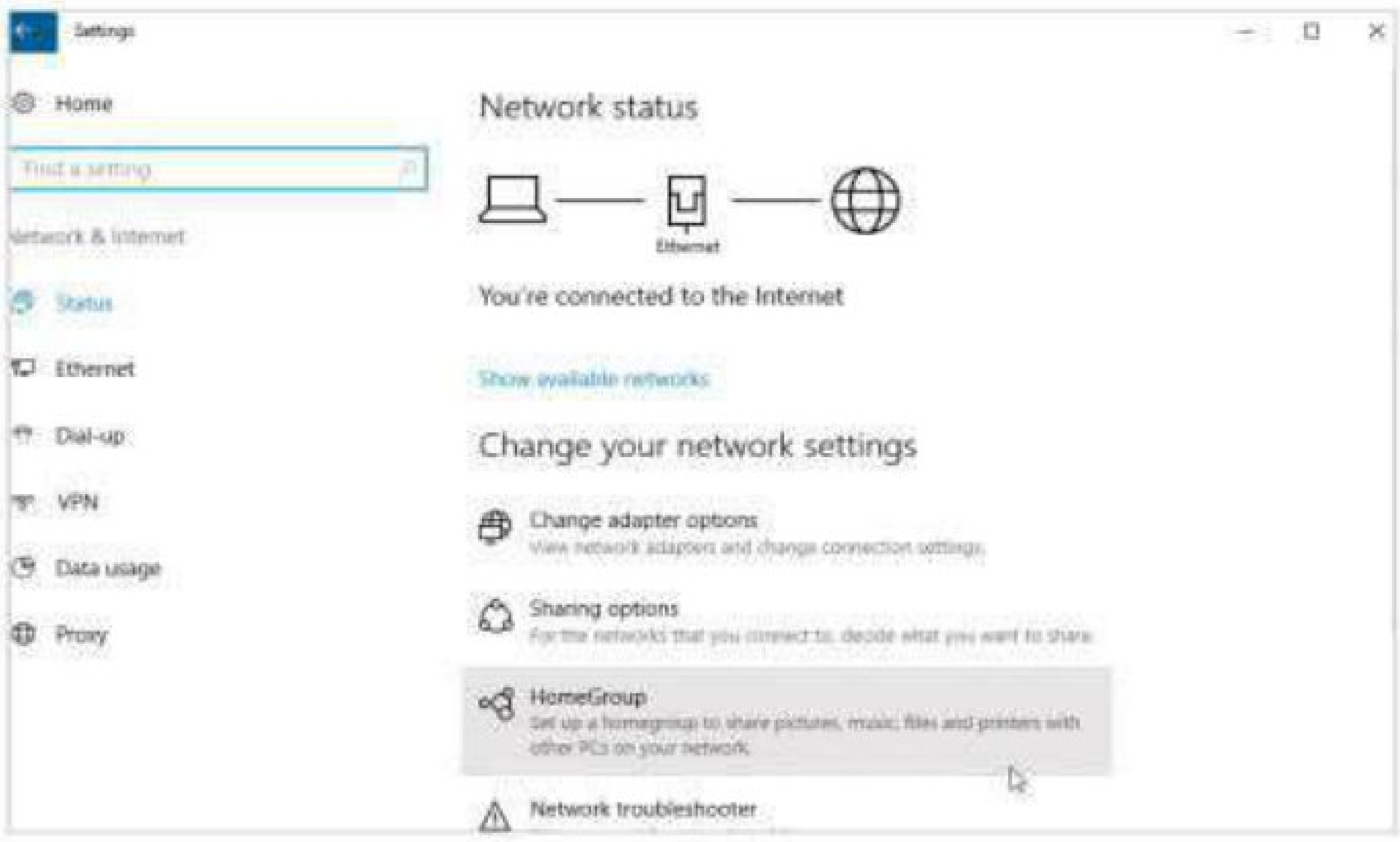
HomeGroups simplify the sharing of your media – find out how to use them to link up all your networked PCs

TIME TAKEN
45 minutes

HomeGroups are Microsoft's solution to the tricky task of sharing files, printers and devices over networks. Once set up, they make it easy to choose what to share with others, plus access shared content from across your network, all without having to log onto shared folders or get bogged down in tricky network settings.

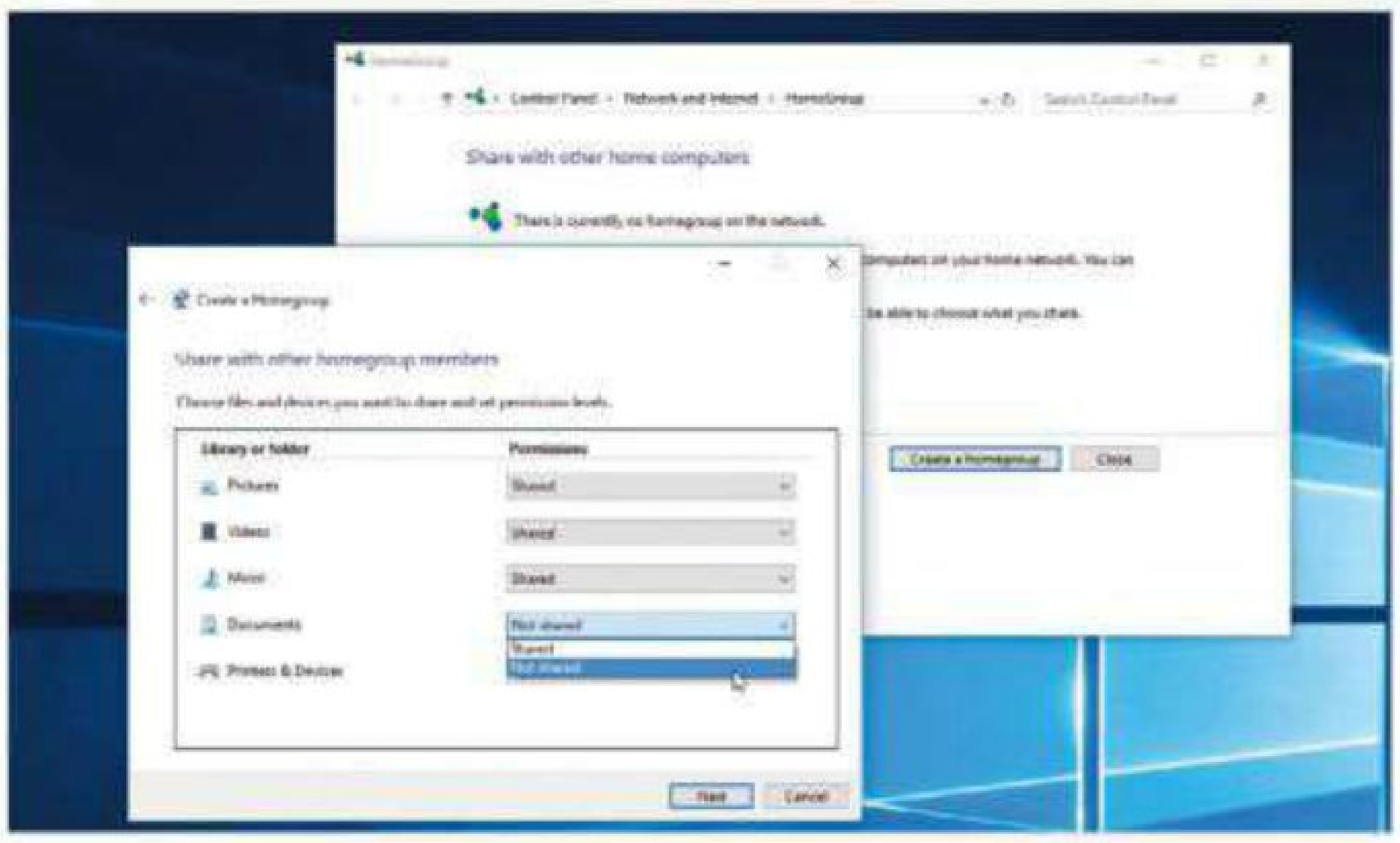
Once set up, you can easily browse the contents of other people's PCs through File Explorer – just expand the HomeGroups entry in the left-hand pane to get started. There's more good news too: HomeGroups don't lock out other platforms, so MacOS and Linux users can access any folder you share with your HomeGroup – they'll appear as regular shared folders, and you'll need your Windows username or Microsoft Account email address and password to access them.

Set up and manage a HomeGroup


Settings
Home
Find a setting
Network & Internet
Status
Ethernet
Dial-up
VPN
Data usage
Proxy
Network status
Ethernet
Show available networks
Change your network settings
Change adapter options
View network adapters and change connection settings.
Sharing options
For the networks that you connect to, decide what you want to share.
HomeGroup
Network troubleshooter

You're connected to the Internet

Set up a homegroup to share pictures, music, files and printers with other PCs on your network.


HomeGroup
Control Panel › Network and Internet › HomeGroup
Search Control Panel
Share with other home computers
Create a Homegroup
Share with other homegroup members
Library or folder
Permissions
Pictures
Shared
Videos
Shared
Music
Shared
Documents
Not shared
Shared
Not shared
Printers & Devices
Create a homegroup
Close
Next
Cancel

There is currently no homegroup on the network.

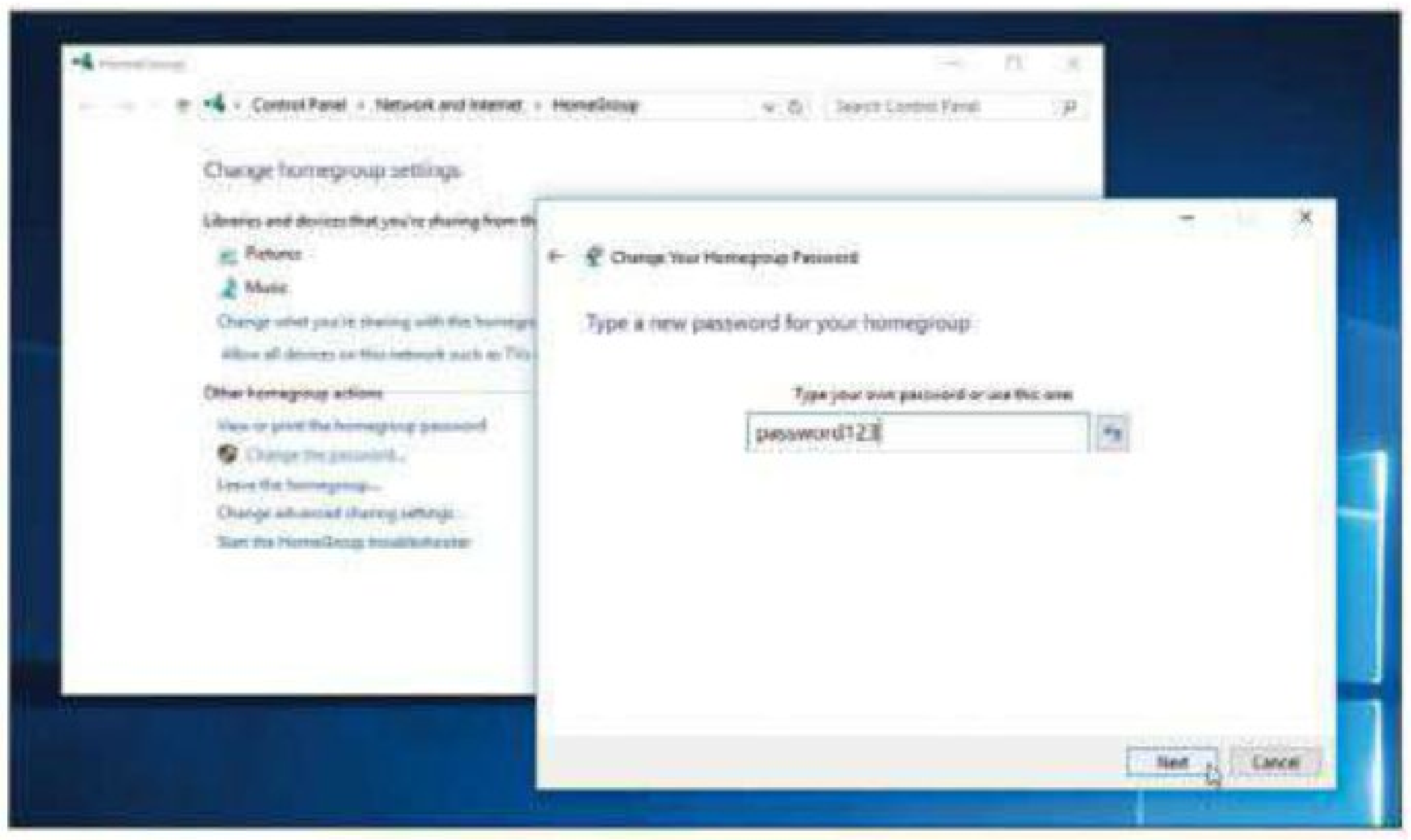
Choose files and devices you want to share and set permission levels.

1 Access HomeGroup settings

Your Windows 10 device comes with the Film & TV app installed as standard. You can find it by typing Film in the search bar, or by clicking on the home button, on the top right. If the account you're logged into has purchased content from the Store on a previous device, you should find it waiting for you. If not, click' Shop for More' to start browsing...

2 Create a HomeGroup

Each network can support one HomeGroup at a time. If one isn't present, click the 'Create a homegroup' button to get started. Click 'Next' to choose what libraries (Pictures, Videos, Music and Documents), USB-connected printers and devices you want to share (you can change these settings later). Make your choices, then click 'Next'. Make a note of the password and click 'Finish'.



Change Your Homegroup Password

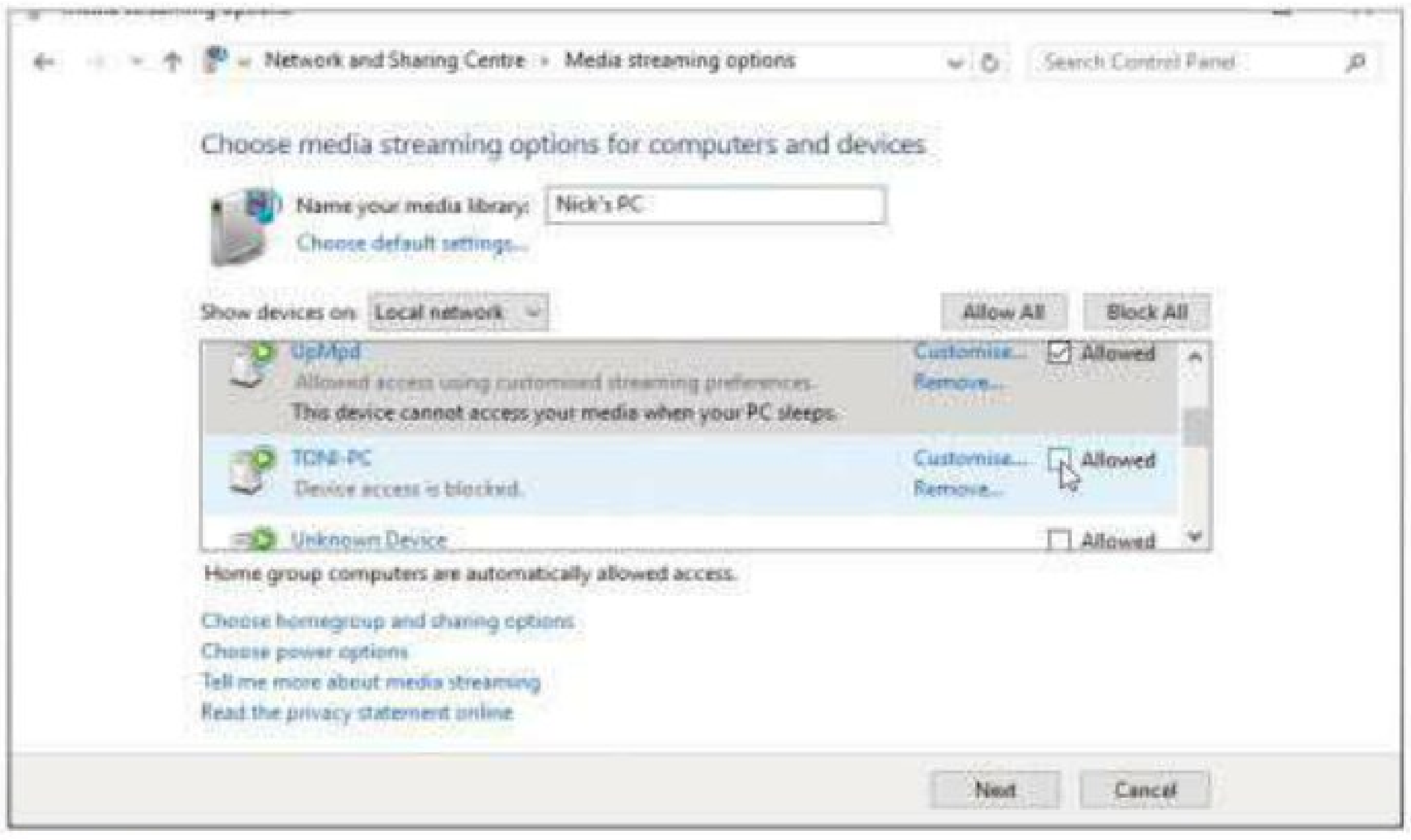
Type a new password for your homegroup

Type your own password or use this one

password123

3 Change password

The default password is randomly generated – it's a strong one, but if you want to change it you can from the main HomeGroup Control Panel – click 'Change the password…' twice, then type a more memorable (but still strong) password or click the 'Refresh' button to randomly generate another. Click 'Next' followed by 'Finish'.



Network and Sharing Centre › Media streaming options

Choose media streaming options for computers and devices

Name your media library: Nick's PC

Show devices on: Local network

UpMpd ☑ Allowed
Allowed access using customised streaming preferences.
This device cannot access your media when your PC sleeps.

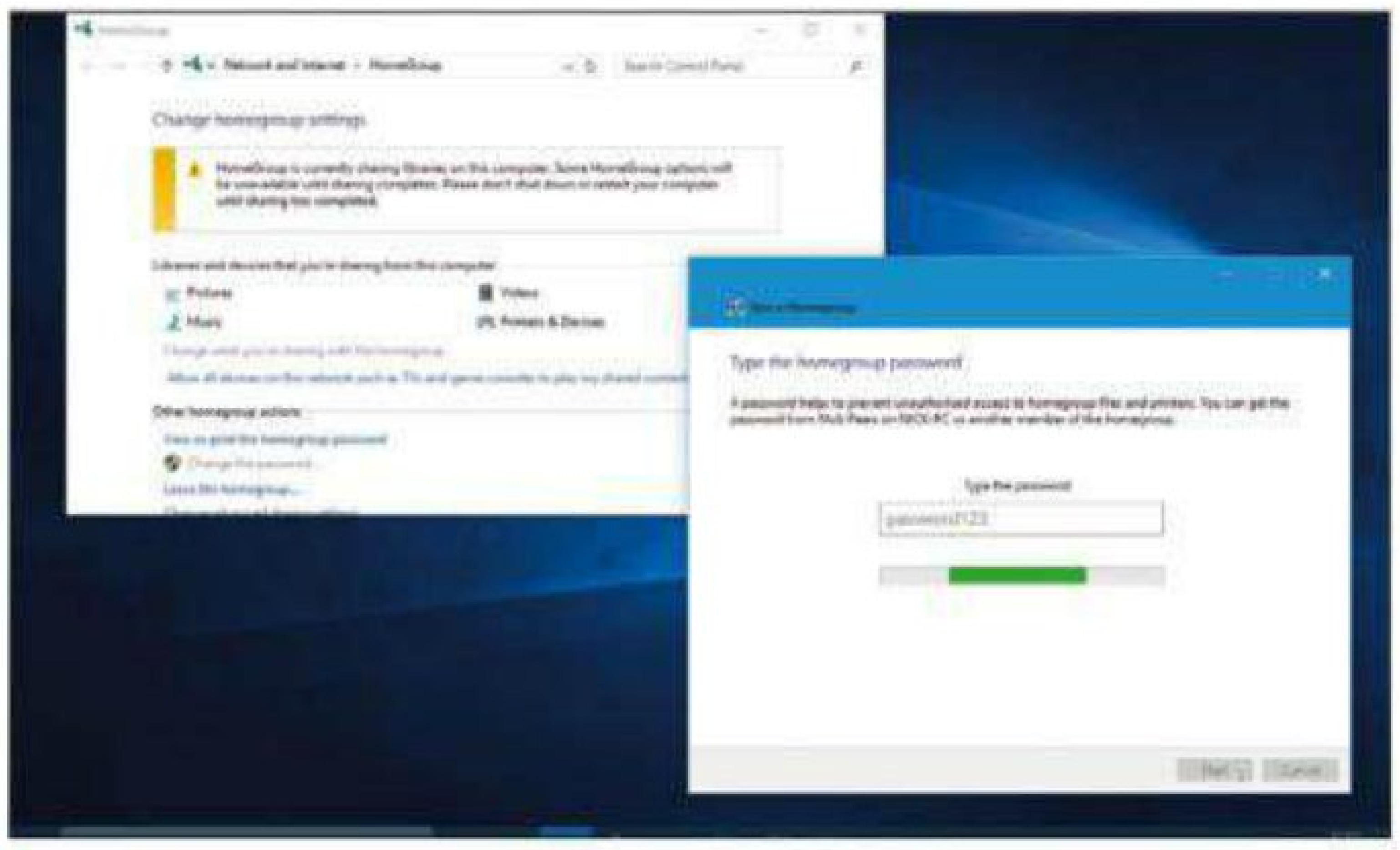
TONI-PC ☐ Allowed
Device access is blocked.

Unknown Device ☐ Allowed

Home group computers are automatically allowed access.

4 Share media

If you'd like network media devices to be able to directly play music, photos and video you've shared, click 'Allow all devices on this network such as TVs and game consoles to play my shared content'. Turn on media streaming, then choose a library name to identify your media on the network, plus choose which devices have access to your media from those detected.



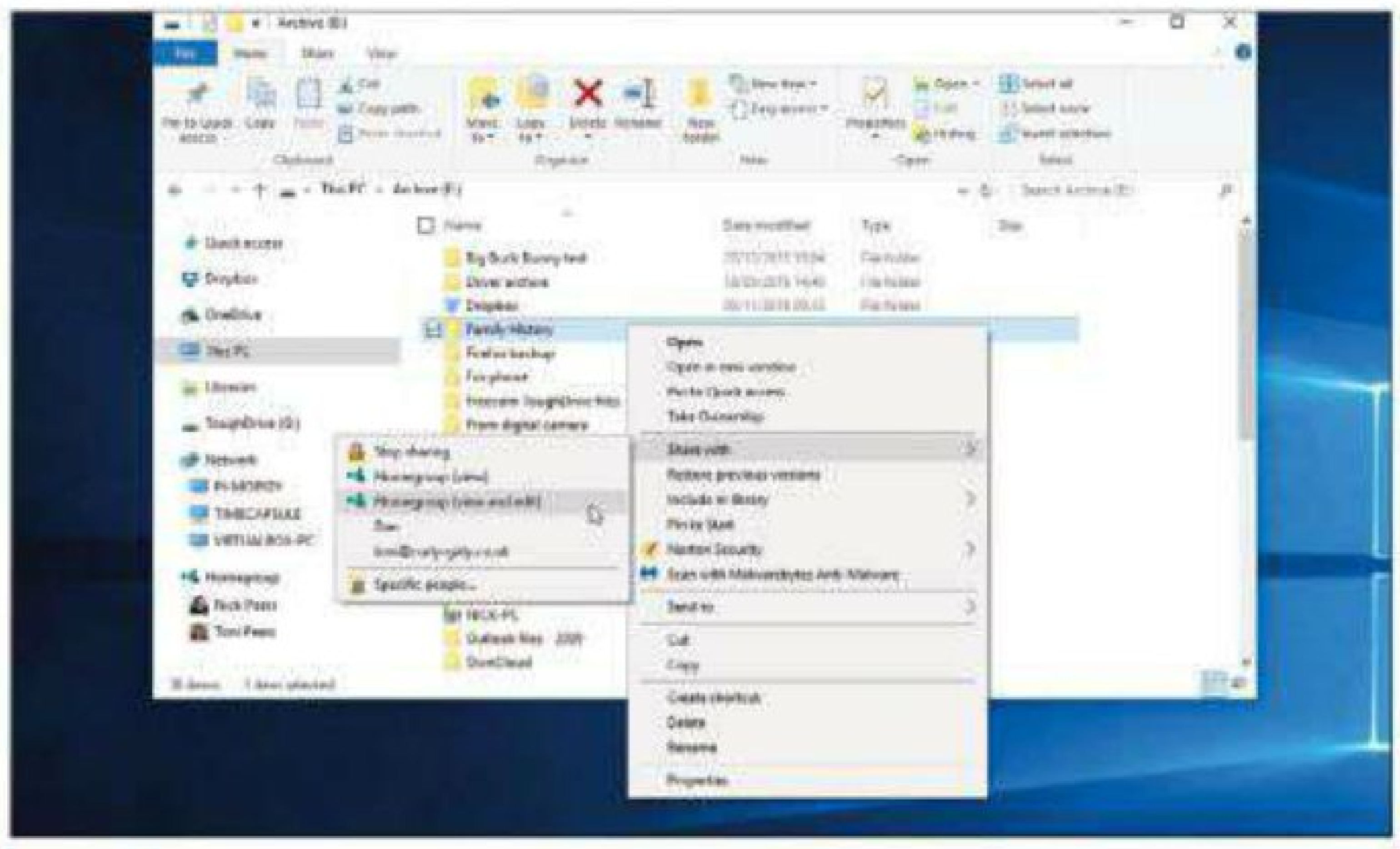
Type the homegroup password

Type the password

password123

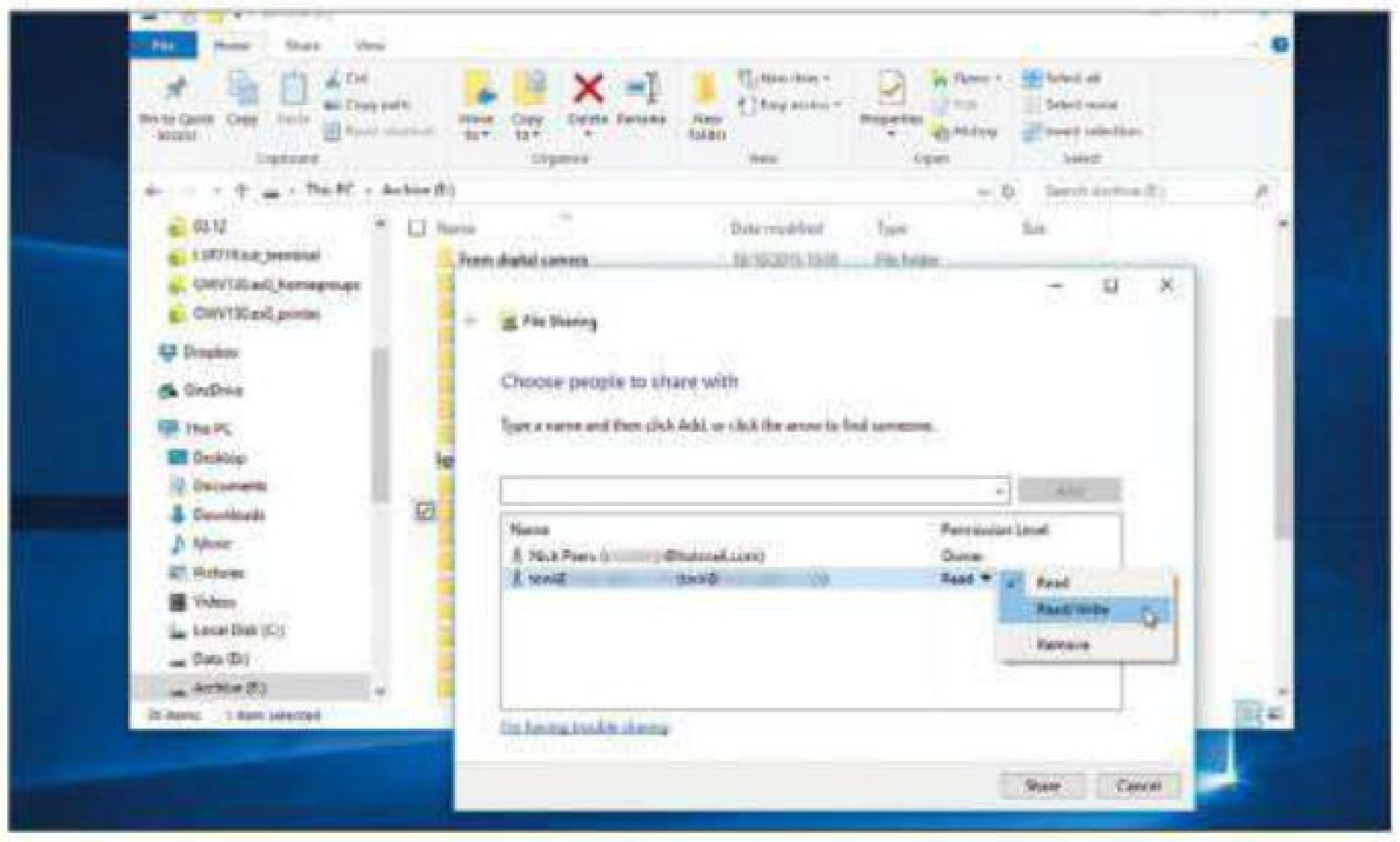
5 Join a HomeGroup

Share the password with other members of your network and steer them to the same HomeGroup Control Panel. They'll see a different screen – instead of creating a HomeGroup, they'll be invited to join yours using the password you made earlier. Once they've joined, they can choose which libraries and devices to share from their PC and configure media access as you did.



6 Share more folders

Want to share a specific folder with your HomeGroup or another specific user (for access from a non-Windows 7 device)? Browse to the folder in File Explorer, then right-click and select 'Share with'. Choose 'Homegroup (view)' for read-only access, or 'Homegroup (view and edit)' for full access. The folder will then appear under your name in the HomeGroup folder.

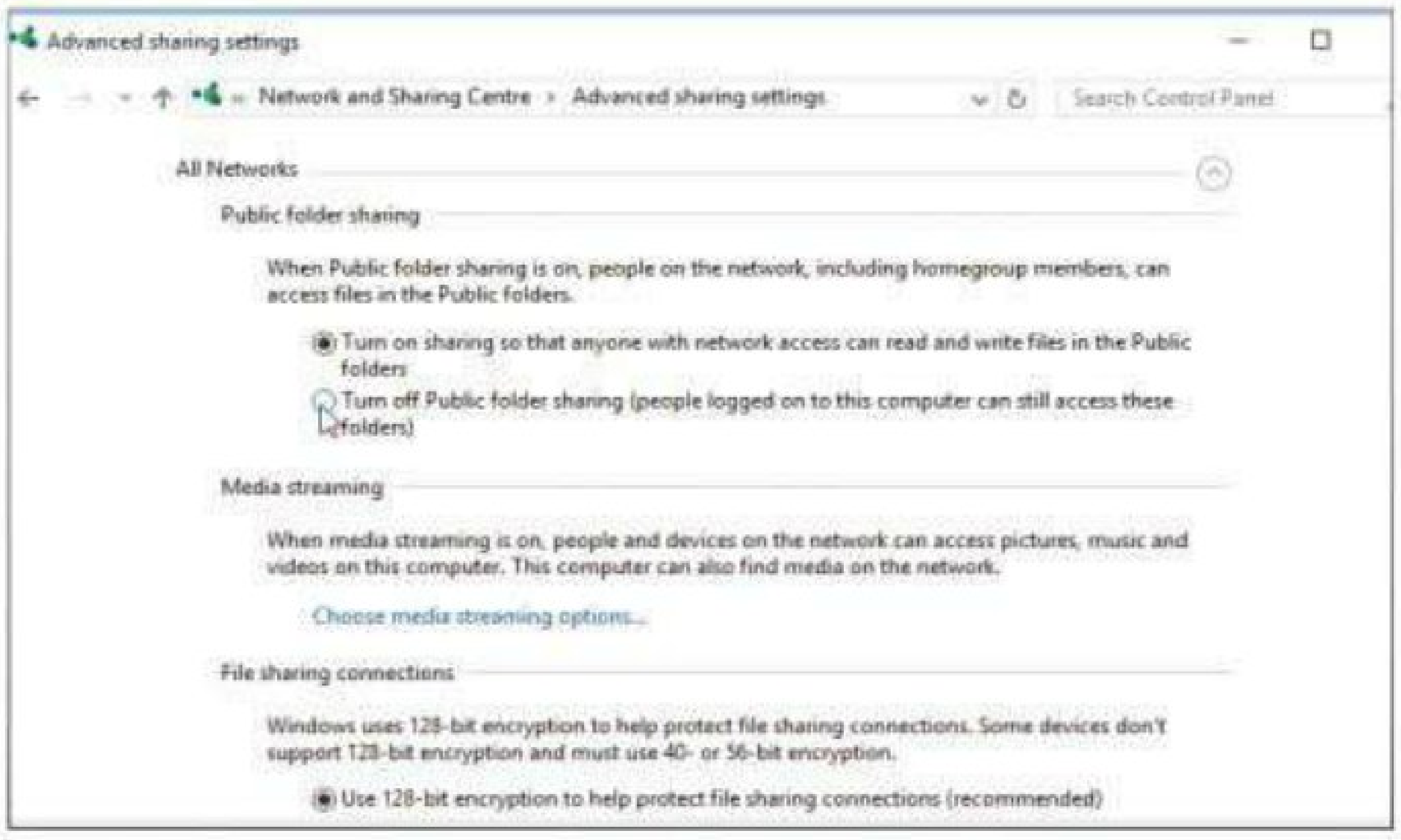


File Sharing

Choose people to share with

7 Share outside HomeGroup

You can also share folders in the usual way – right-click the folder and select 'Share with > Specific people…' Start typing a username or click the down button to select a person from the list given. Once selected, simply click the person's entry to determine their particular level of access, then repeat for others. Click 'Share'.



Network and Sharing Centre › Advanced sharing settings

All Networks

Public folder sharing

When Public folder sharing is on, people on the network, including homegroup members, can access files in the Public folders.

● Turn on sharing so that anyone with network access can read and write files in the Public folders

○ Turn off Public folder sharing (people logged on to this computer can still access these folders)

Media streaming

When media streaming is on, people and devices on the network can access pictures, music and videos on this computer. This computer can also find media on the network.

Choose media streaming options…

File sharing connections

Windows uses 128-bit encryption to help protect file sharing connections. Some devices don't support 128-bit encryption and must use 40- or 56-bit encryption.

● Use 128-bit encryption to help protect file sharing connections (recommended)

8 Tweak HomeGroup settings

Return to the HomeGroup Control Panel to make changes. Most of the options are self-explanatory – note, if you change the password, you'll need to communicate this to everyone in your HomeGroup. Click 'Change advanced sharing settings…' to access more options – expand 'All Networks' for additional tweaks, including disabling Public Folder sharing.

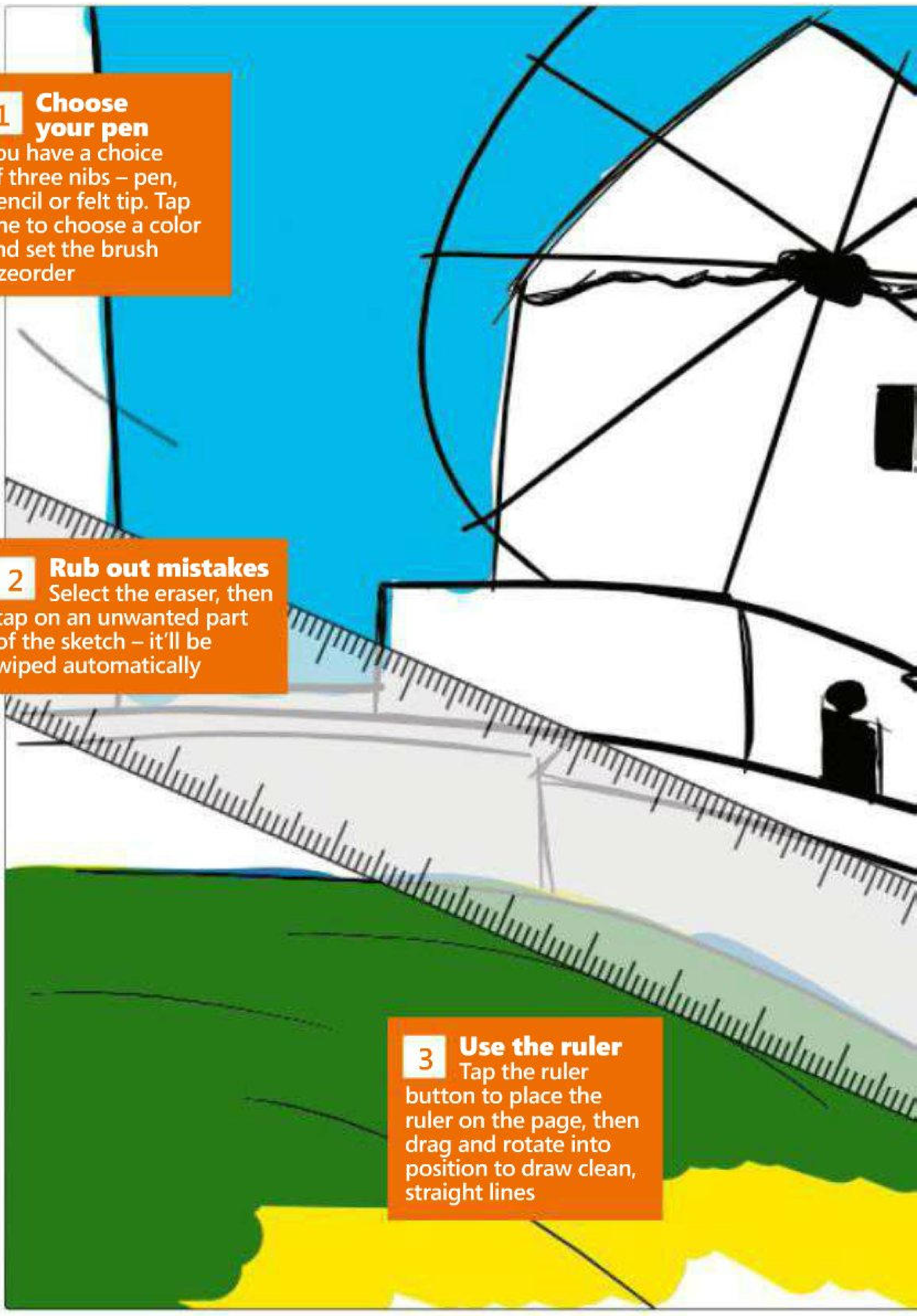
Learn how to...

Get more from a Windows tablet

Take full advantage of tablet-friendly changes in the Anniversary Edition

TIME TAKEN
10 minutes

When Windows 10 2016's update arrived it contained a number of new features and useful improvements, particularly if you're running Windows 10 on a tablet or laptop with a touchscreen. Probably the most noticeable improvement was the introduction of Windows Ink, a feature designed to encourage use of touchscreens and supported styluses. Although it's designed to work with the Surface Pen, many features will work with capacitive styluses and even your finger too, making it useful for any touch-friendly device. In this tutorial, we'll examine how Windows Ink works, and also take a look at other features aimed at tablets and laptops, such as tweaking battery life settings and exploring changes to Tablet Mode. There's even a feature to wirelessly share your tablet screen with your PC.

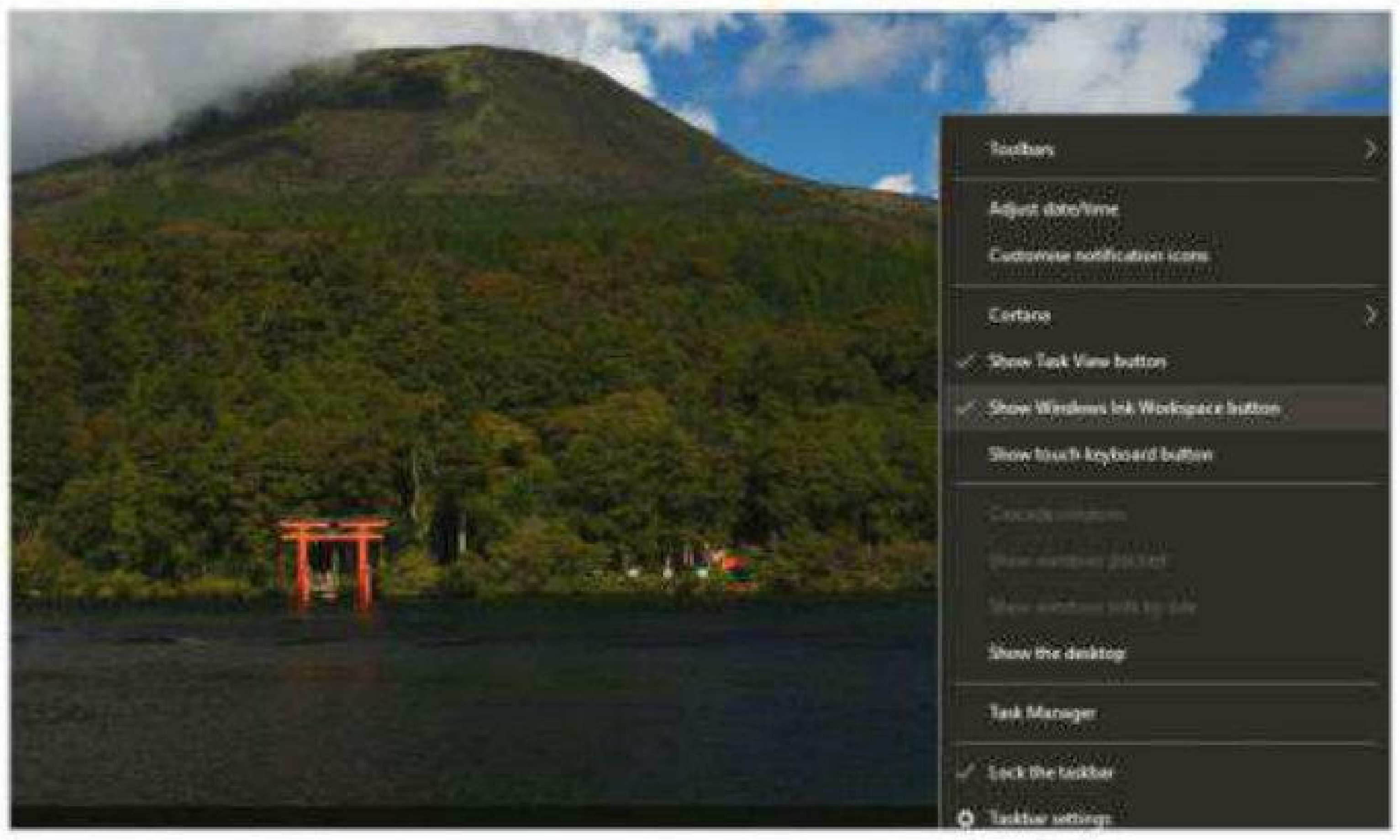


1 Choose your pen You have a choice of three nibs – pen, pencil or felt tip. Tap one to choose a color and set the brush sizeorder

2 Rub out mistakes Select the eraser, then tap on an unwanted part of the sketch – it'll be wiped automatically

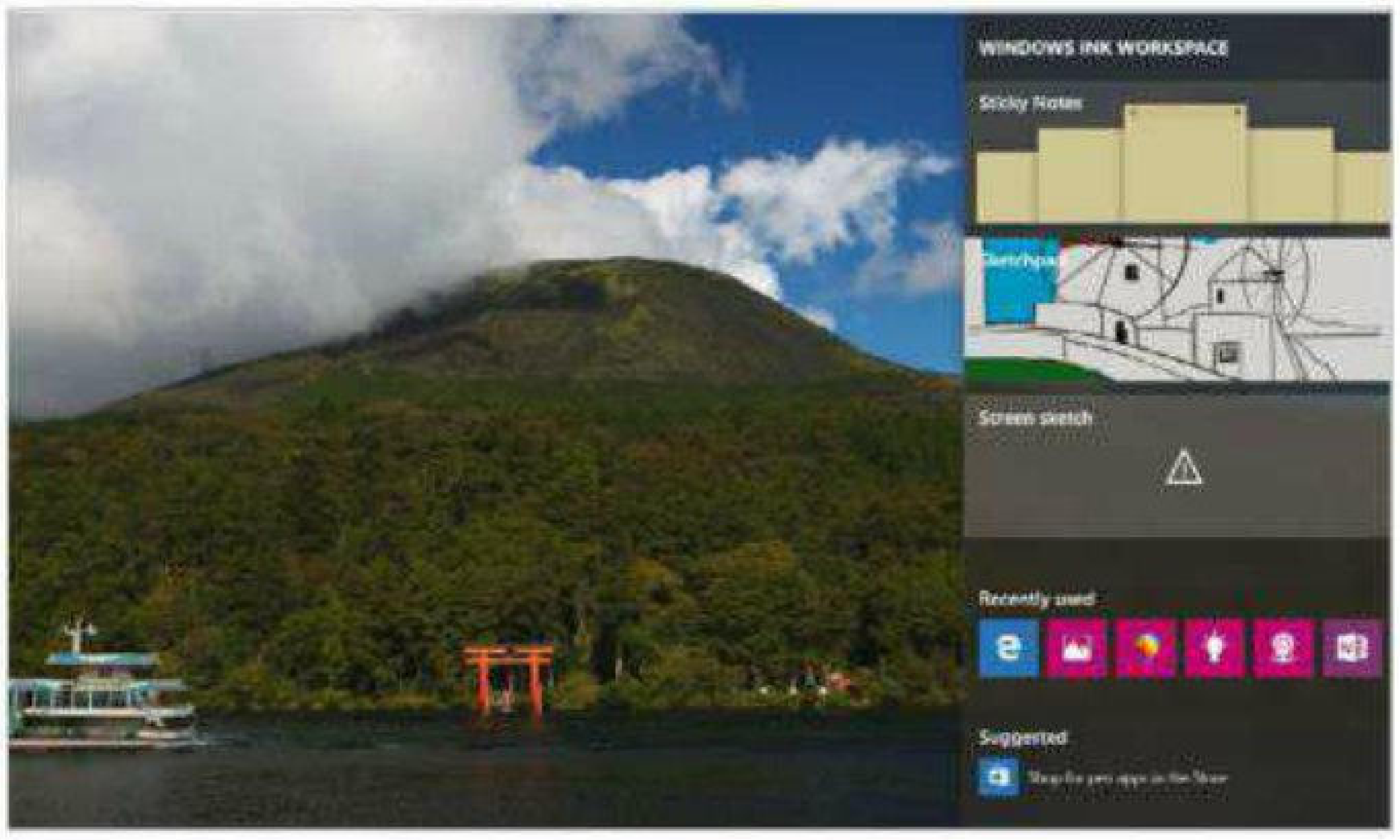
3 Use the ruler Tap the ruler button to place the ruler on the page, then drag and rotate into position to draw clean, straight lines

Take advantage of the Tablet Mode features


Toolbars
Adjust date/time
Customise notification icons
Cortana
✓ Show Task View button
✓ Show Windows Ink Workspace button
Show touch keyboard button
Cascade windows
Show windows stacked
Show windows side by side
Show the desktop
Task Manager
✓ Lock the taskbar
Taskbar settings

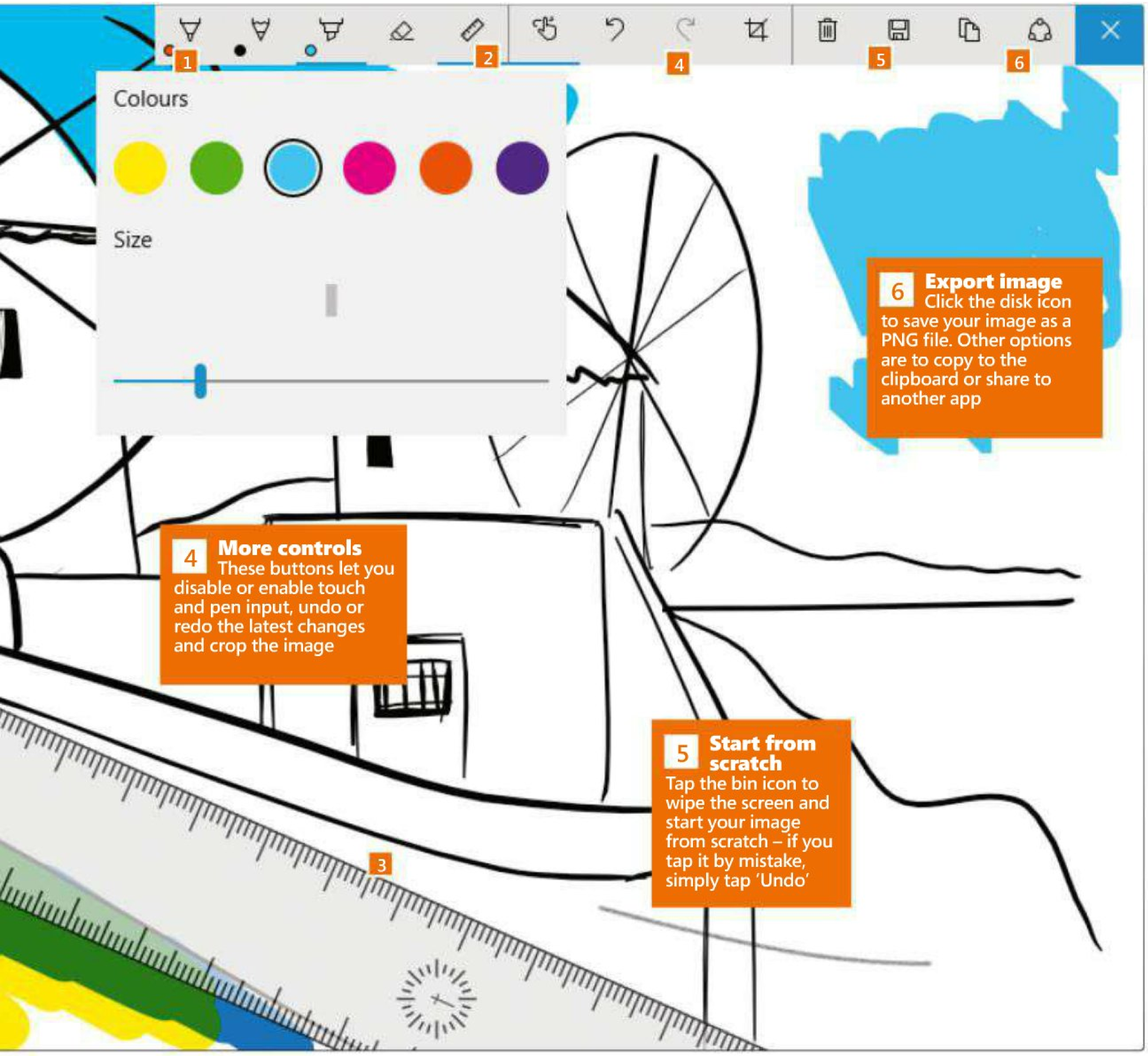
1 Tap into Ink

The Windows Ink Workspace is accessible through the pen button that appears in the Taskbar Notification Area. It should be enabled by default on any touchscreen device, but if it's not visible, simply right-click the Taskbar and tick 'Show Windows Ink Workspace button', then click it. The workspace will pop up on the right of the screen.


WINDOWS INK WORKSPACE
Sticky Notes
Sketchpad
Screen sketch
Recently used
Suggested
Shop for pen apps in the Store

2 New apps

At the top of the window, you'll see shortcuts to three apps: Sticky Notes, Sketchpad and Screen sketch. Sticky Notes still requires a Bluetooth-powered stylus – Wacom is developing a universal stylus for all Windows tablets as we type. If you have such a stylus, you can write or draw – and if your writing is neat enough, Cortana will read your notes and suggest reminders.



4 More controls These buttons let you disable or enable touch and pen input, undo or redo the latest changes and crop the image

5 Start from scratch Tap the bin icon to wipe the screen and start your image from scratch – if you tap it by mistake, simply tap 'Undo'

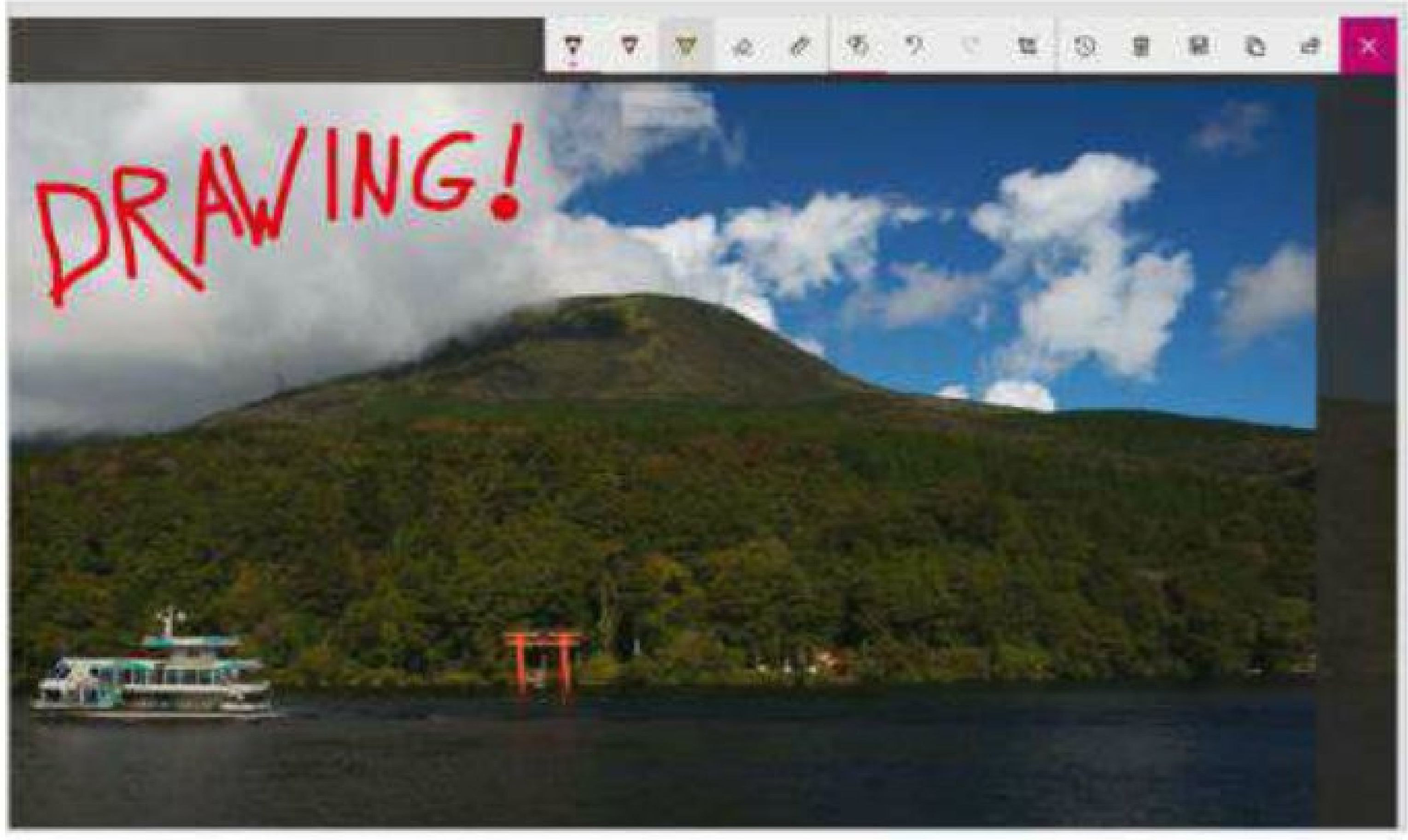
6 Export image Click the disk icon to save your image as a PNG file. Other options are to copy to the clipboard or share to another app

Jargon buster!

Capacitive stylus
A cheap stylus that works in the same way a finger does when touching a touchscreen. No pen-specific features are supported here.

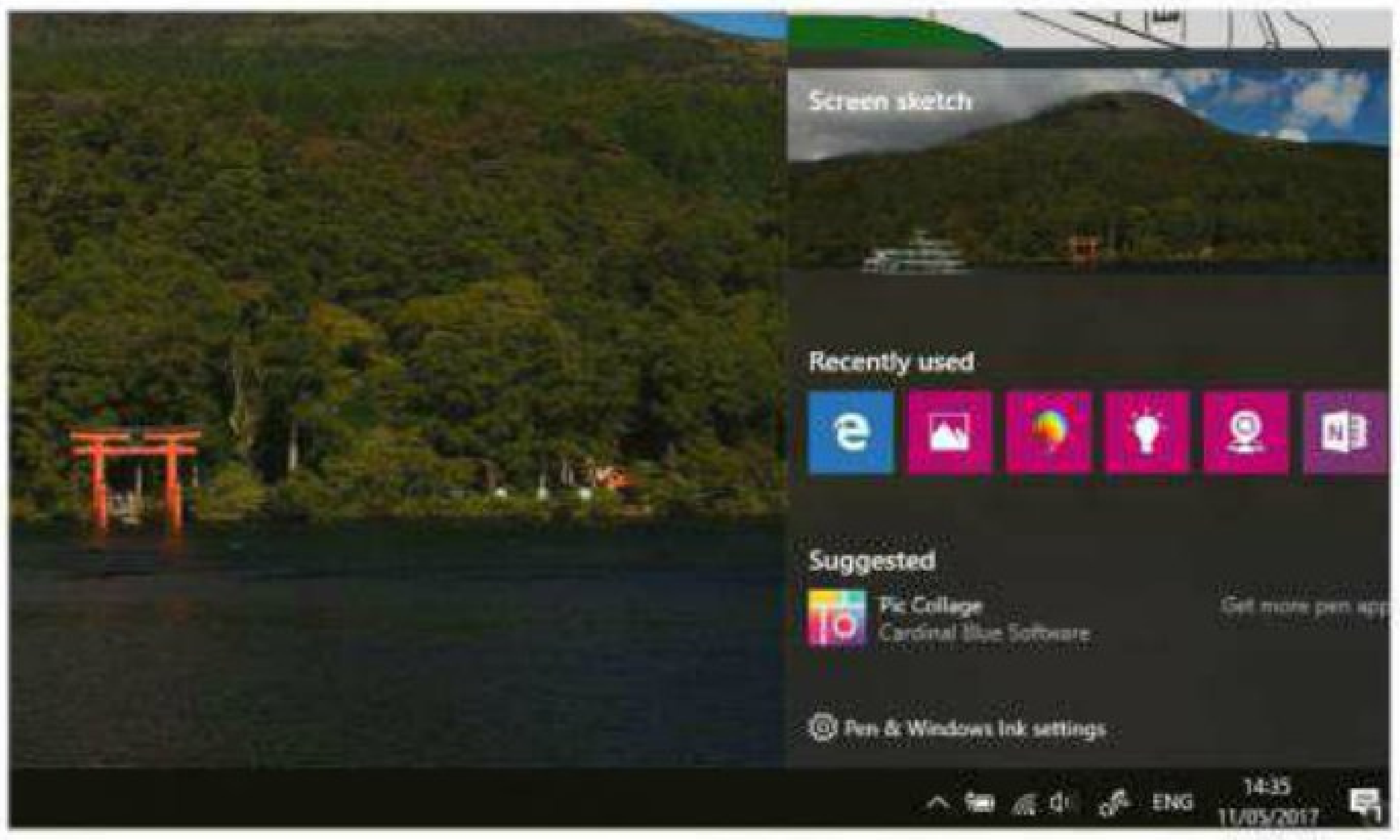
Bluetooth stylus
A stylus that communicates with your PC over Bluetooth to provide pressure-sensitive readings, offering greater accuracy and more features.

Metro interface
The tile-based user interface introduced in Windows 8 that was originally meant to replace the traditional Windows desktop.



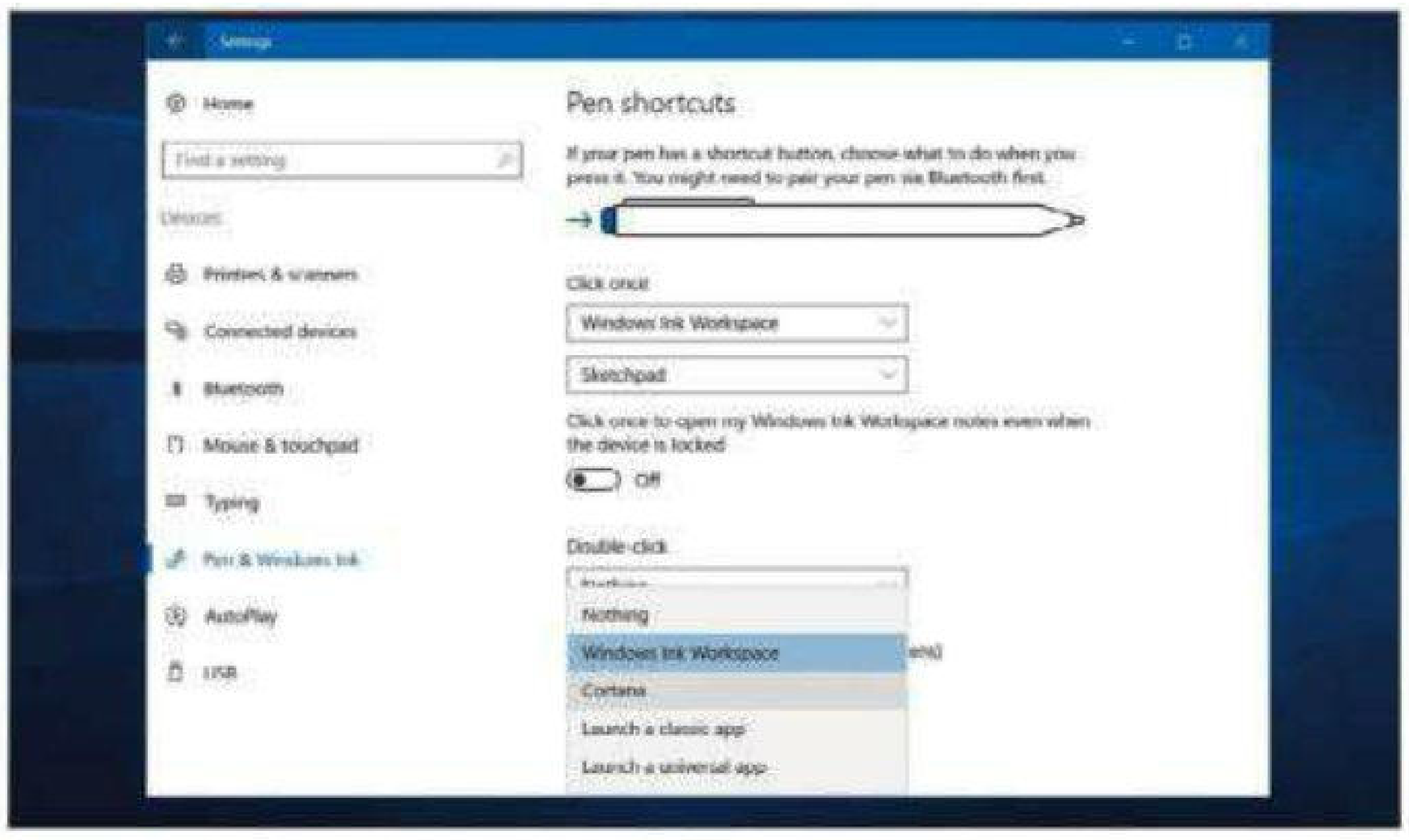
3 Screen sketch and Sketchpad

Tap 'Screen sketch' to take a screenshot of the current screen and then annotate it using your pen or finger to draw shapes or scribble handwriting. Look for the finger button at the top of the screen – tap this to switch off handwriting if you'd rather use the mouse to draw instead. Sketchpad works in a similar way – see the annotated screengrab for details.



4 More workspace tools

A list of recently used apps that support Windows Ink appears underneath the main list – tap one to open it and then locate the relevant tools you need. OneNote users should switch to the 'Draw' tab and select a nib to begin drawing. You'll also see a link to the Windows Store, which will take you to a list of other available apps that support Windows Ink.



Pen shortcuts

If your pen has a shortcut button, choose what to do when you press it. You might need to pair your pen via Bluetooth first.

Click once: Windows Ink Workspace; Sketchpad

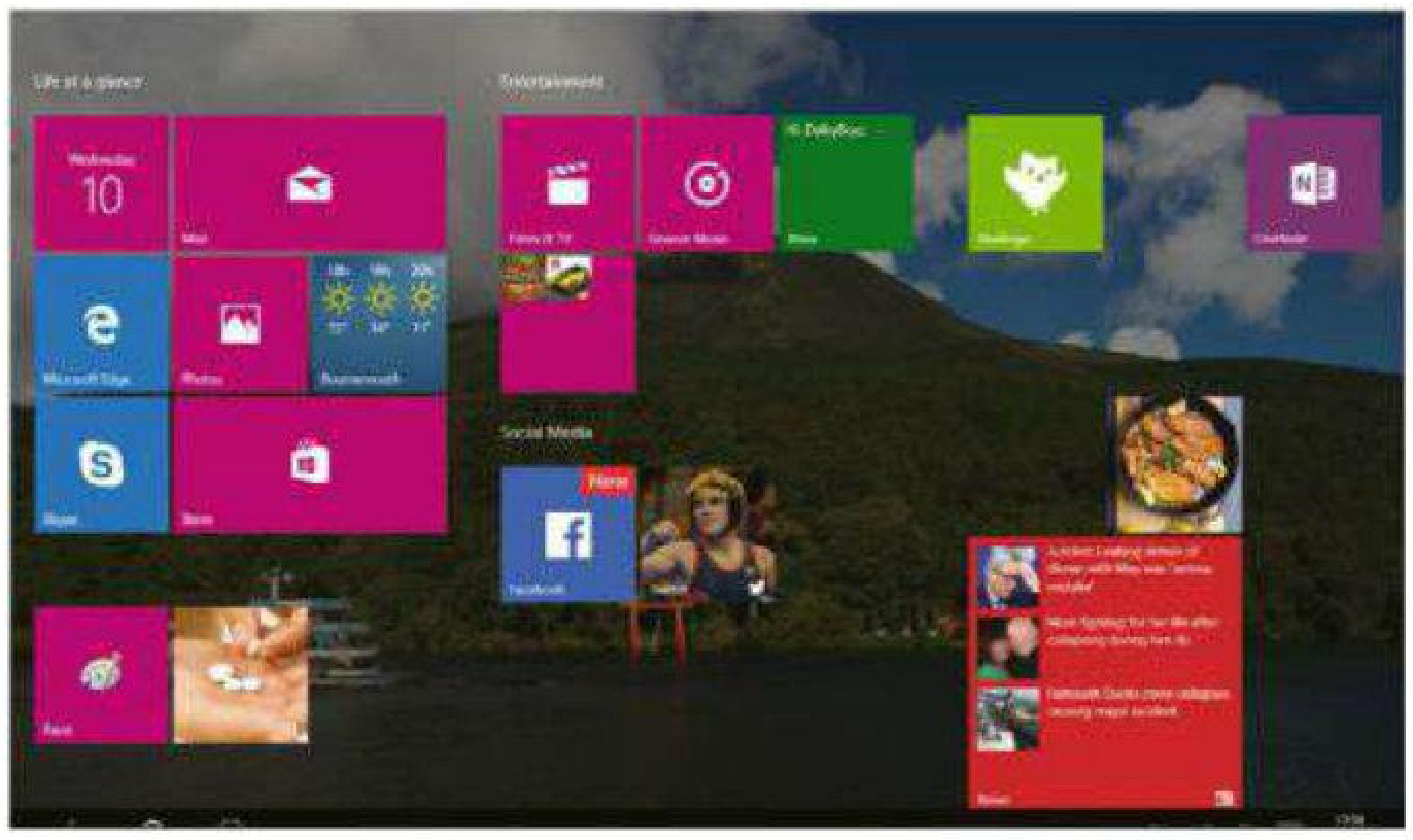
Click once to open my Windows Ink Workspace notes even when the device is locked: Off

Double-click

Settings
Home
Find a setting
Devices
Printers & scanners
Connected devices
Bluetooth
Mouse & touchpad
Typing
Pen & Windows Ink
AutoPlay
USB
Nothing
Windows Ink Workspace
Cortana
Launch a classic app
Launch a universal app

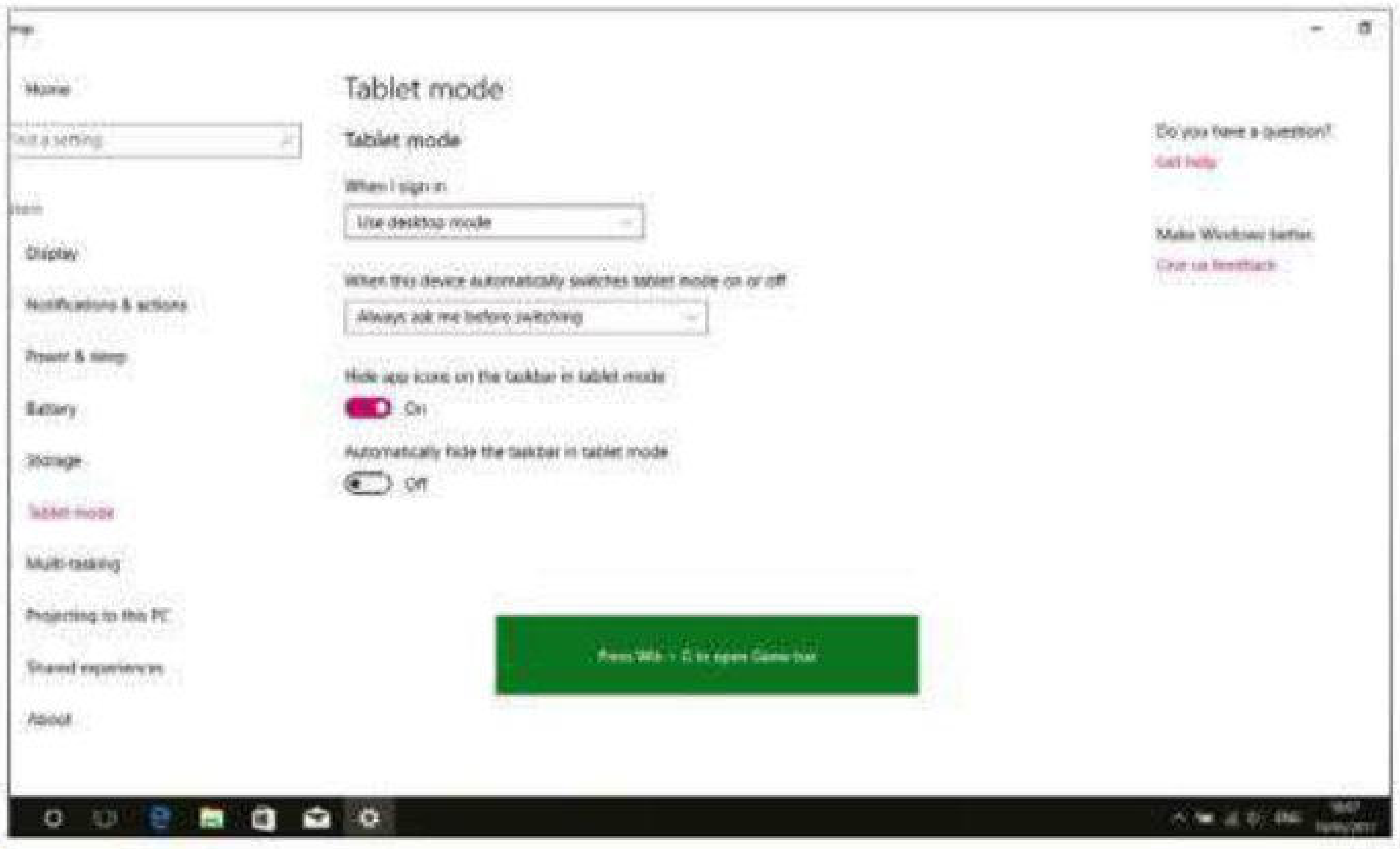
5 Windows Pen settings

You'll also see an option marked 'Pick a button' at the bottom of the workspace – if you have a supported Bluetooth stylus, tap this to jump to 'Settings', where you can now assign specific apps or commands to the button when you click or double-click it. Other tweaks include choosing which hand you write with and disabling touch input when the pen is in use.



6 Tablet Mode changes

Switch to Tablet Mode and the screen looks more like the older Metro interface from Windows 8, with Pinned Tiles on top and the 'All Apps' list beneath it. Switch views using the buttons in the top left-hand corner of the screen. Look out for handy shortcuts above and to the right of the Start button, including a back button to retrace your navigation to the previous step.



Tablet mode

Tablet mode

When I sign in: Use desktop mode

When this device automatically switches tablet mode on or off: Always ask me before switching

Hide app icons on the taskbar in tablet mode: On

Automatically hide the taskbar in tablet mode: Off

Home
Find a setting
Display
Notifications & actions
Power & sleep
Battery
Storage
Tablet mode
Multi-tasking
Projecting to this PC
Shared experiences
About
Do you have a question?
Get help
Make Windows better.
Give us feedback

7 Hide Taskbar from view

Click 'Start > Settings > System > Tablet mode' and you'll find the options have also updated. As before, there's an option to show app shortcuts on the Taskbar if you wish, but now you can also hide the Taskbar completely from view when running apps (it'll remain visible when you're at the Start screen – just press the [Win] key to open it at any time)

Settings

Groove Music Pass

With Groove Music Pass, you get access to millions of songs. Start your free trial today.

Hide app features related to Groove Music Pass: Off

Music on this PC

Media Info

Automatically retrieve and update missing album art and metadata: On

Mode

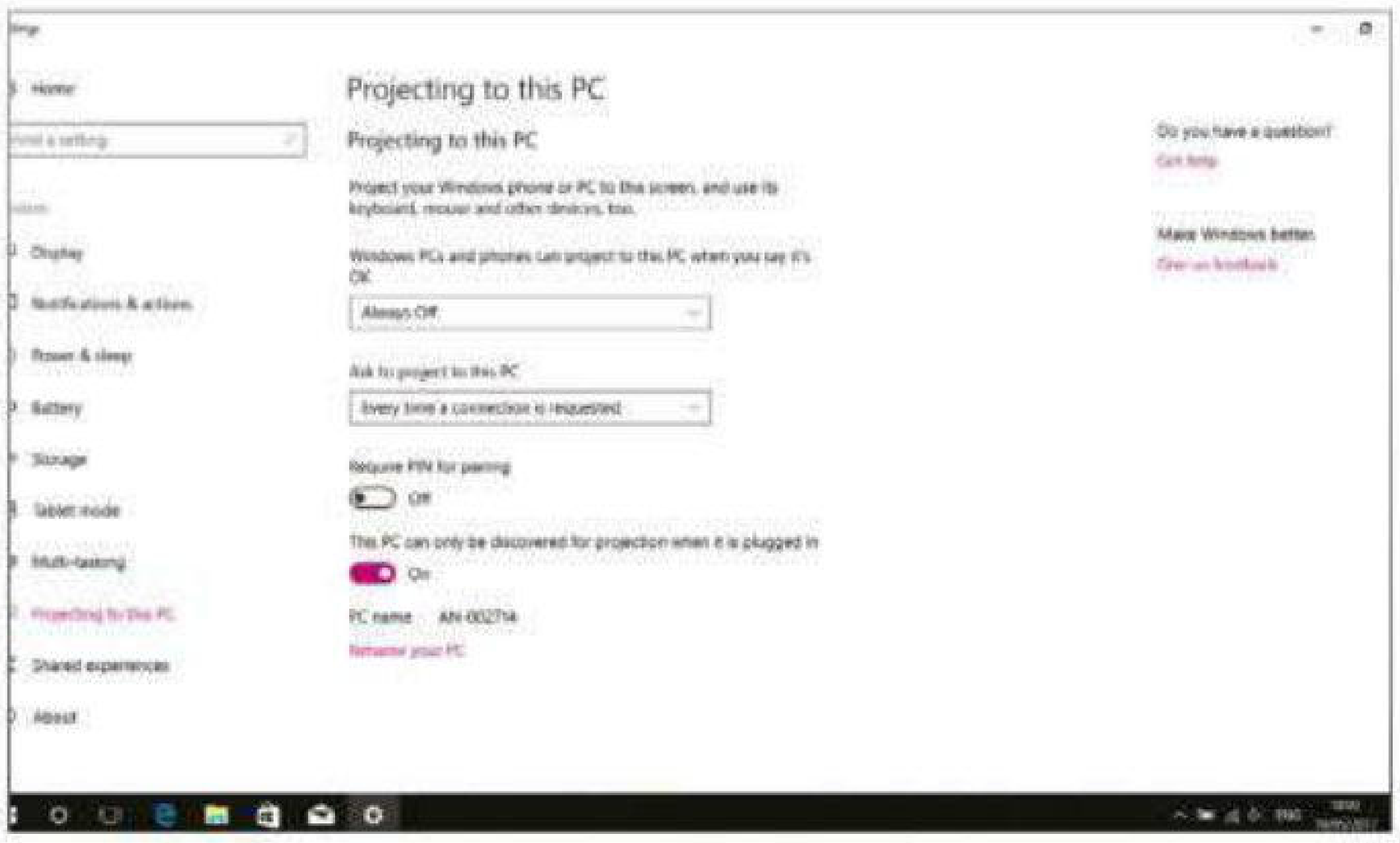
○ Light

○ Dark

Groove Music
Get a Groove Music Pass
Choose where we look for music
Import iTunes playlists
App
Help
Feedback
About
Get the phone a

8 Improve battery life

Go to 'Start > Settings > System > Battery > Battery usage by app'. You'll see that Windows is set to manage all apps automatically, but if you suspect certain programs are taking power from your battery (even when not being used), tap them on this list, verify their background usage and change the setting to 'Never allowed in background' to stop them in their tracks.



Projecting to this PC

Projecting to this PC

Project your Windows phone or PC to this screen, and use its keyboard, mouse and other devices, too.

Windows PCs and phones can project to this PC when you say it's OK: Always Off

Ask to project to this PC: Every time a connection is requested

Require PIN for pairing: Off

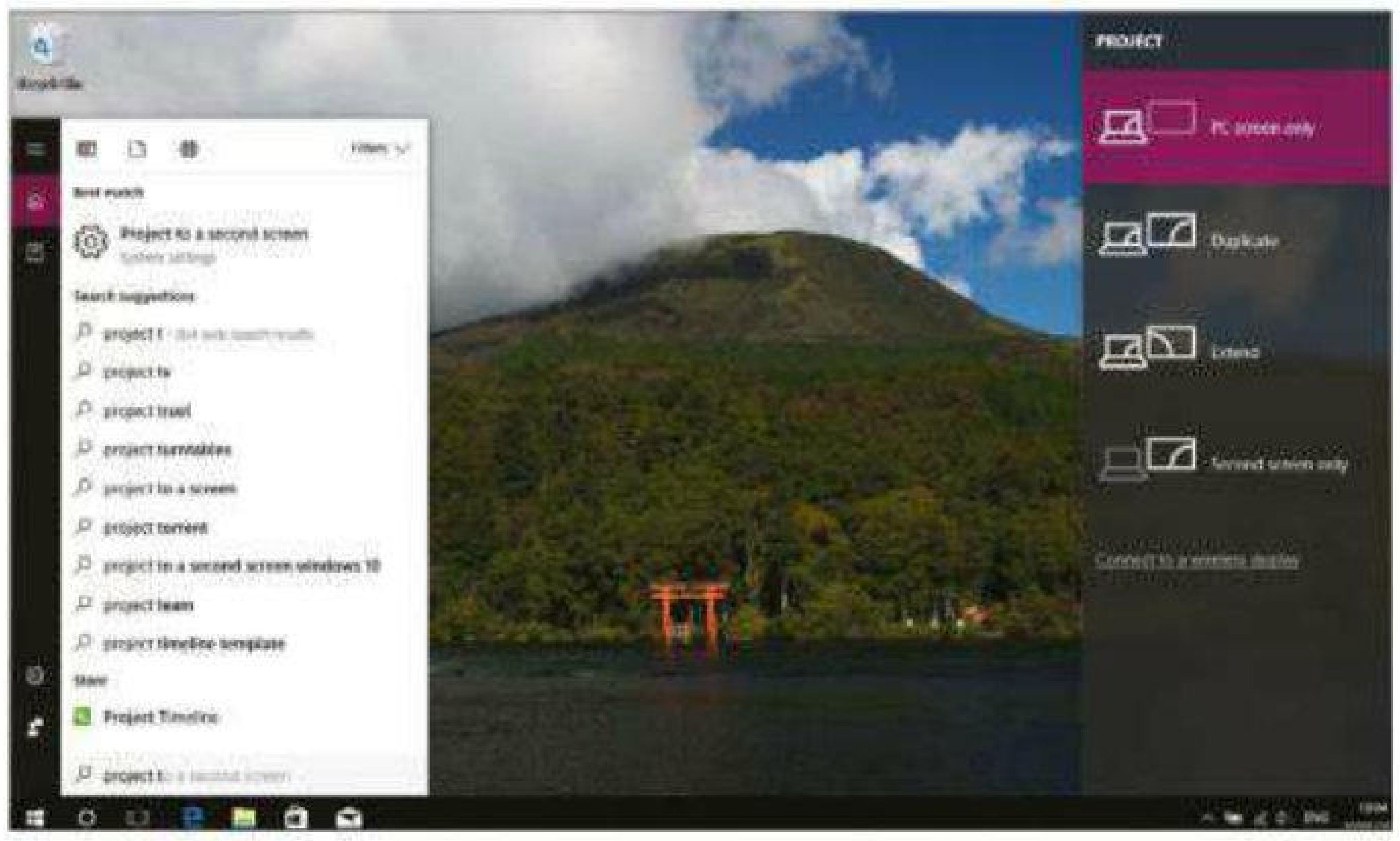
This PC can only be discovered for projection when it is plugged in: On

PC name: AN-002714

Home
Find a setting
Display
Notifications & actions
Power & sleep
Battery
Storage
Tablet mode
Multi-tasking
Projecting to this PC
Shared experiences
About
Rename your PC
Do you have a question?
Get help
Make Windows better.
Give us feedback

9 Project your PC

It's now easier to wirelessly project the screen from one supported device onto another, allowing you to use your PC or tablet's displays as extensions of each other. Both devices must support Miracast (your PC might not). Go to 'Systems > System > Projecting to this PC' on each device to verify compatibility, then select 'Available everywhere on secure networks'.



Project to a second screen
PROJECT
PC screen only
Duplicate
Extend
Second screen only
Connect to a wireless display

10 Make connection

Once set up, type 'projecting' into the Search box of the device you want to extend and click 'Project to a second screen'. Select 'Connect to a wireless display', select your target PC and wait for the connection to be made. Once done, you'll be able to use its screen as an extension of your tablet – either to duplicate its contents or to extend your tablet's desktop wirelessly. ■

MAKE YOUR OWN PROJECTS WITH THE RASPBERRY PI

Learn the electronics, computing and coding skills you need to make your own projects with the Raspberry Pi, and let your imagination run wild

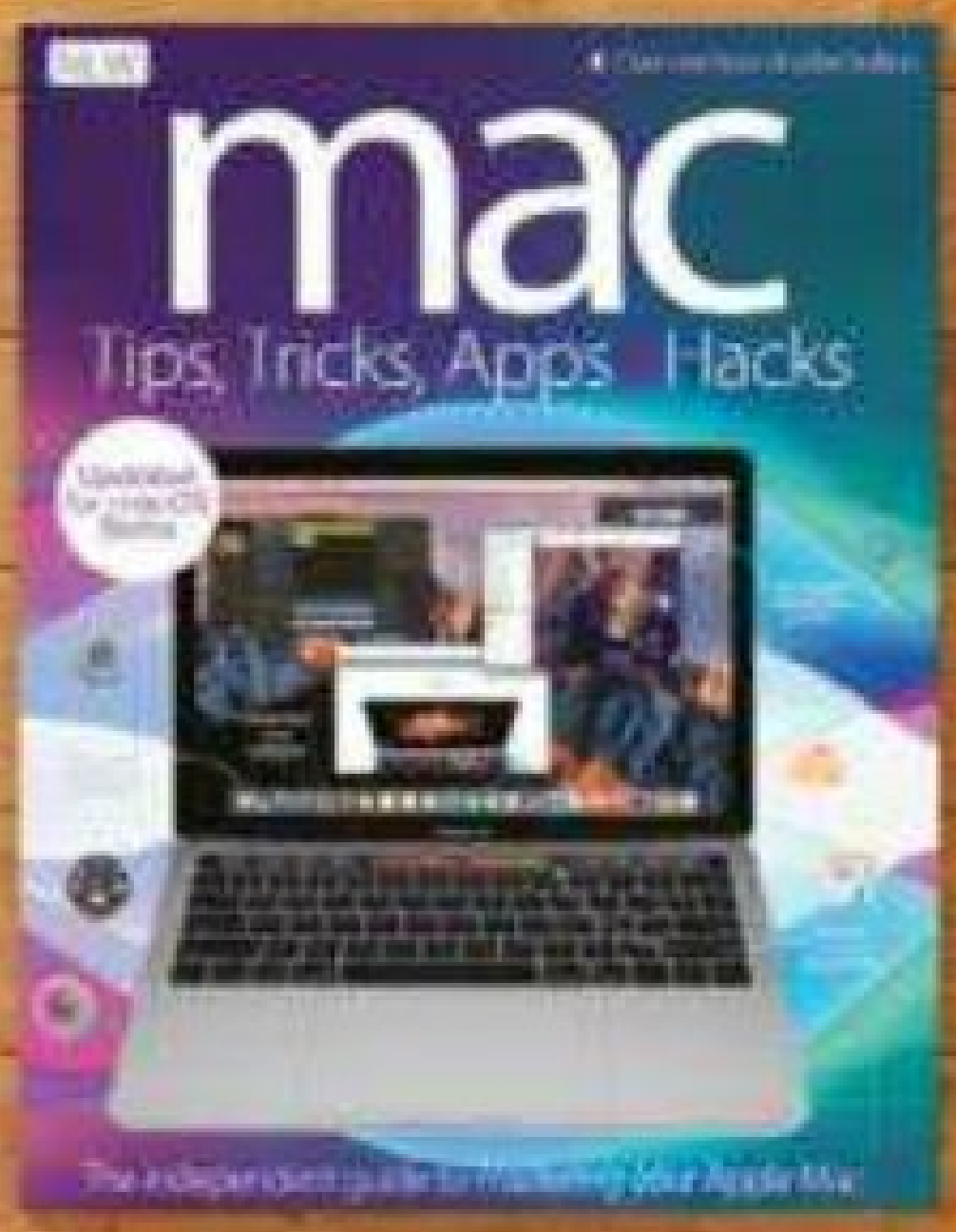
NEW
Raspberry Pi
BOOKAZINE
for Beginner
All you need to know to get started with your Raspberry Pi
Step-by-step setup tu
Understand Pi ess
100% indepe
Guides for every Pi inside
100% UNOFFICIAL
ISBN 978-1-78546-706-6
Future
NINTH EDITION
ON SALE NOW

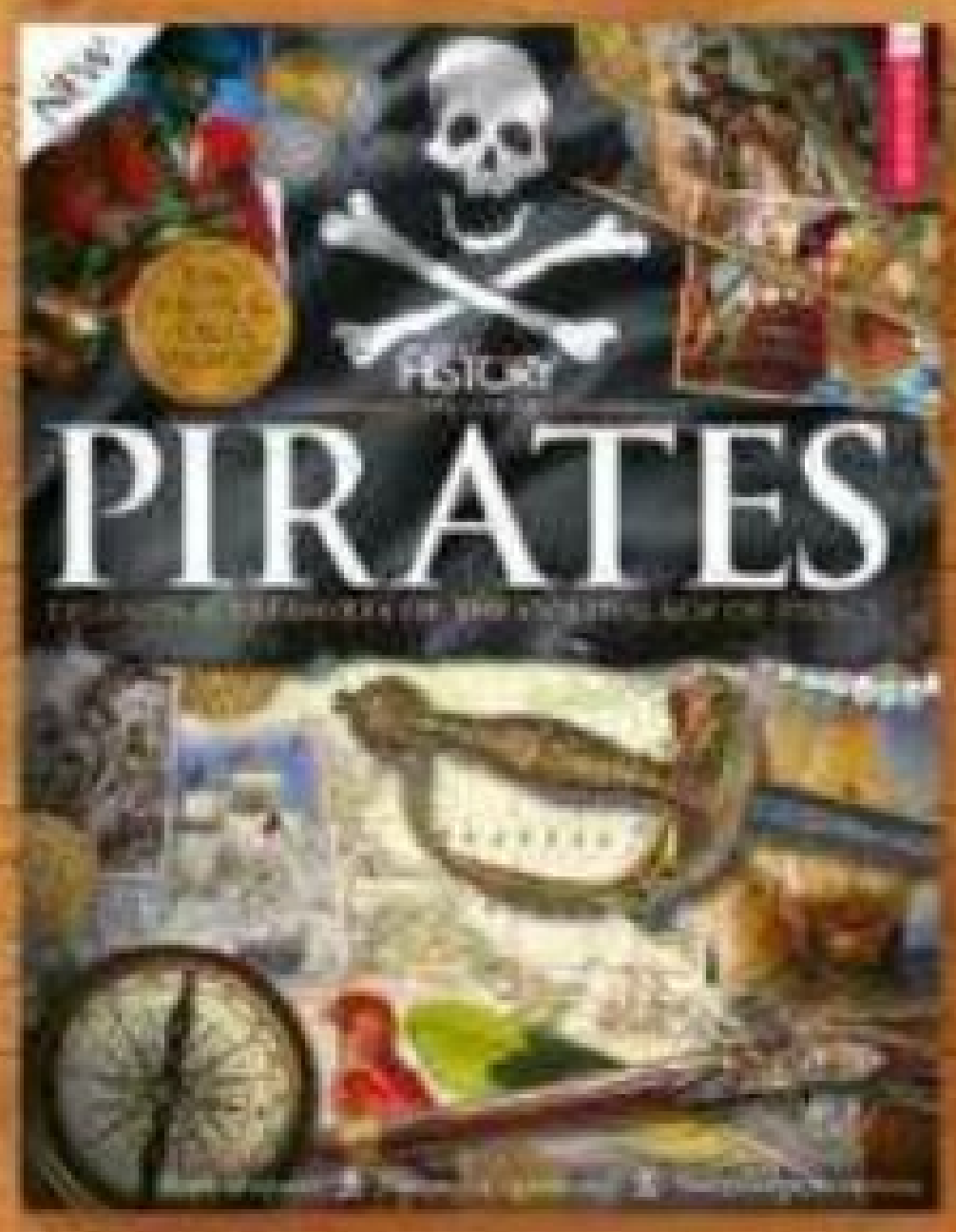
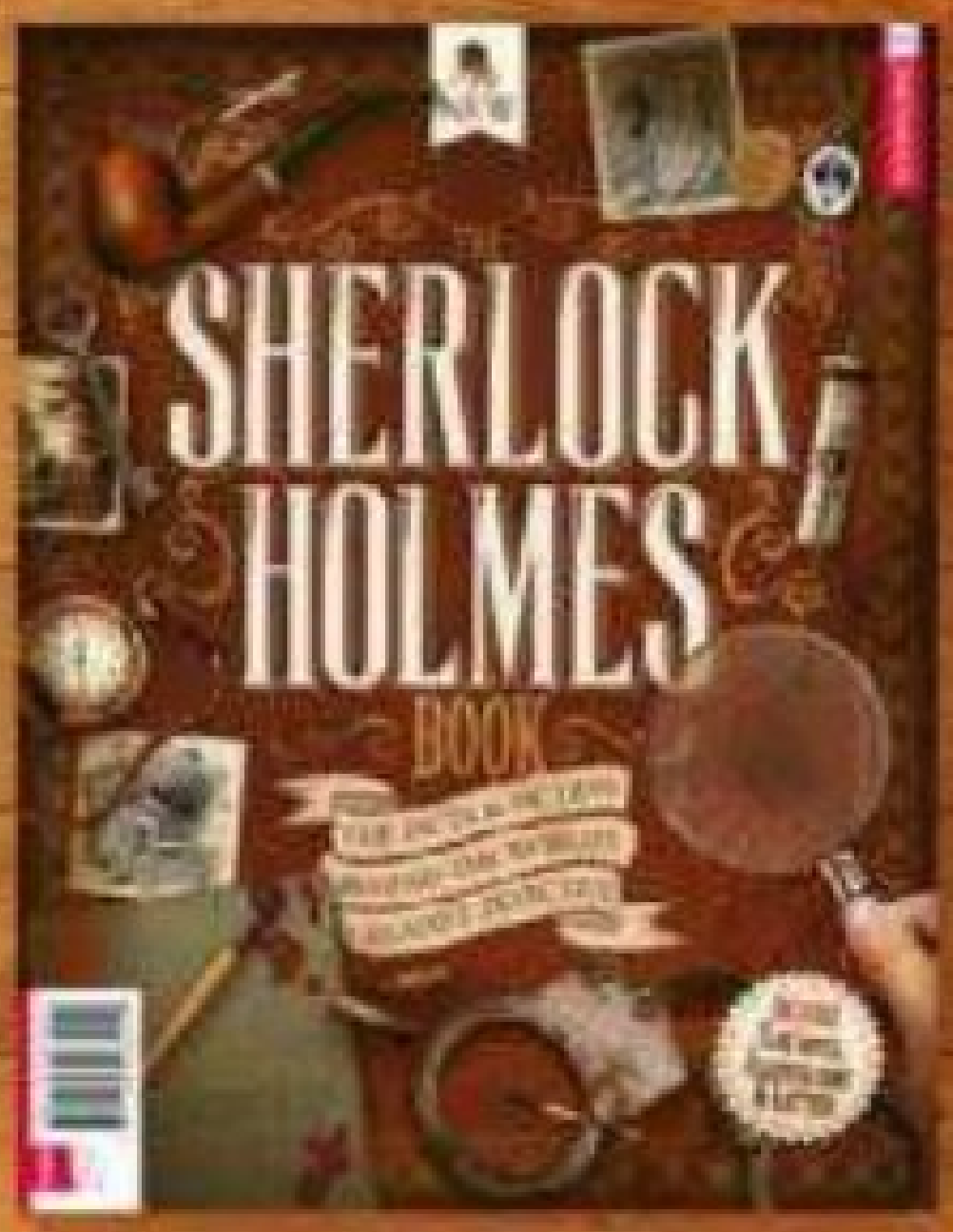
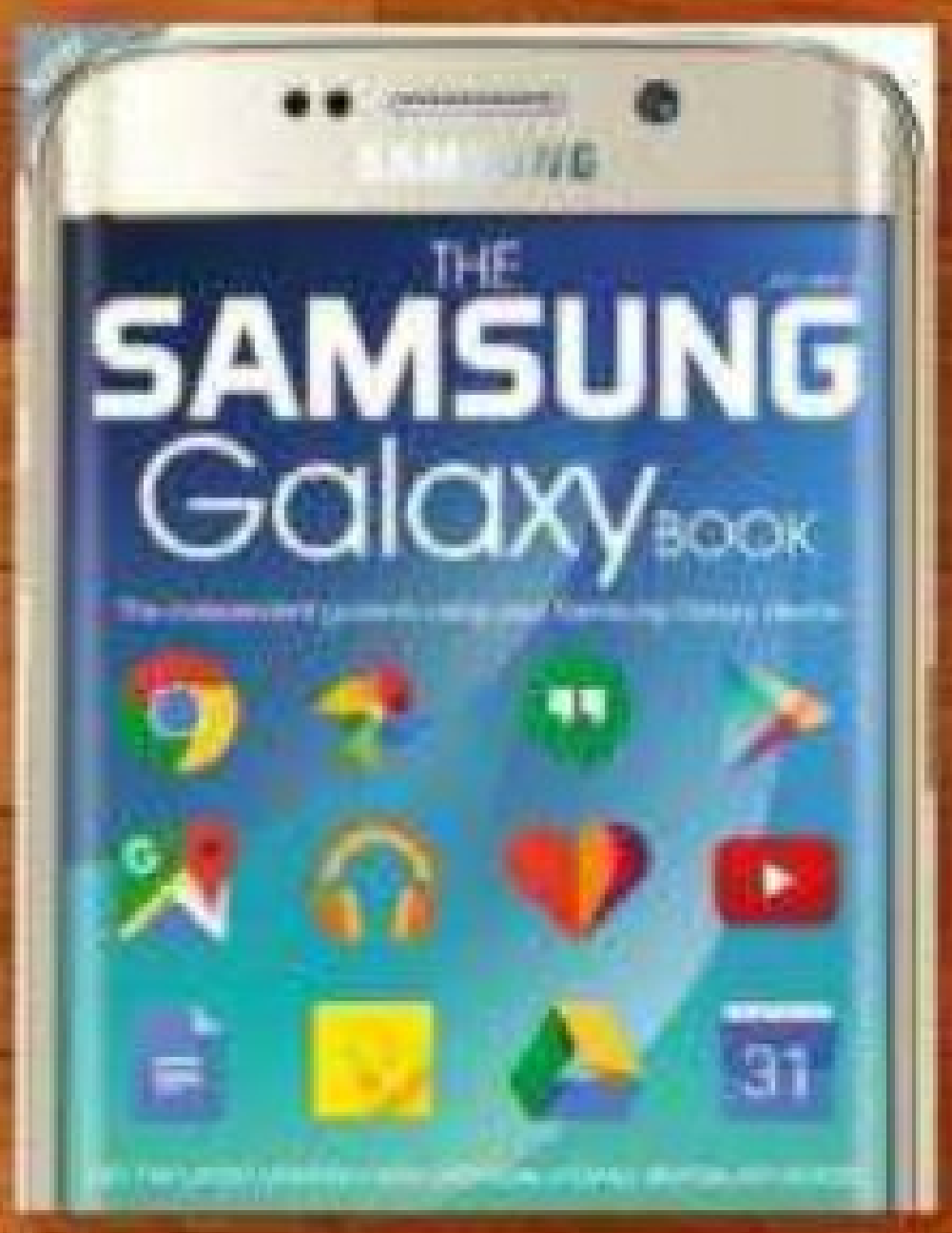
Future

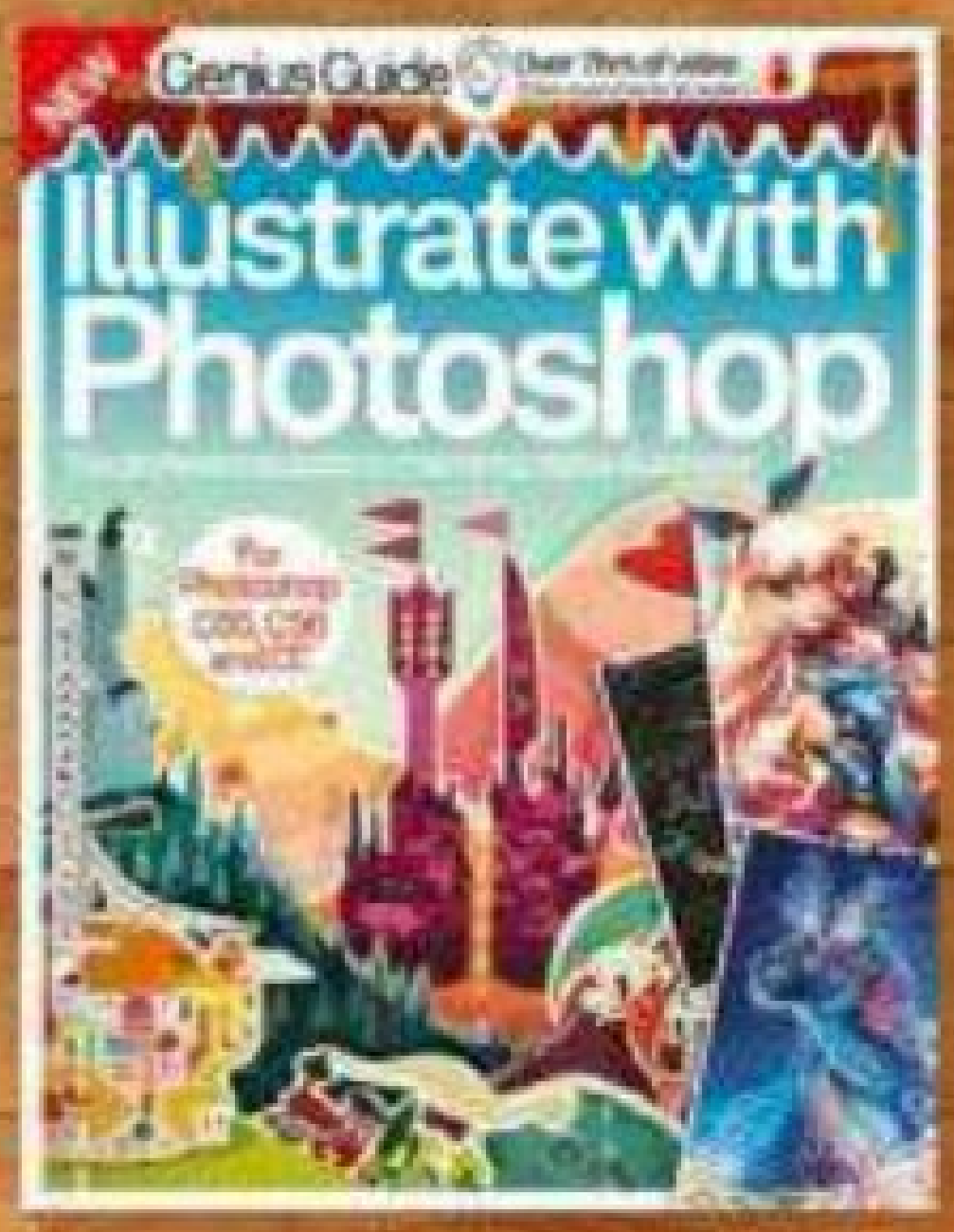
Ordering is easy. Go online at:

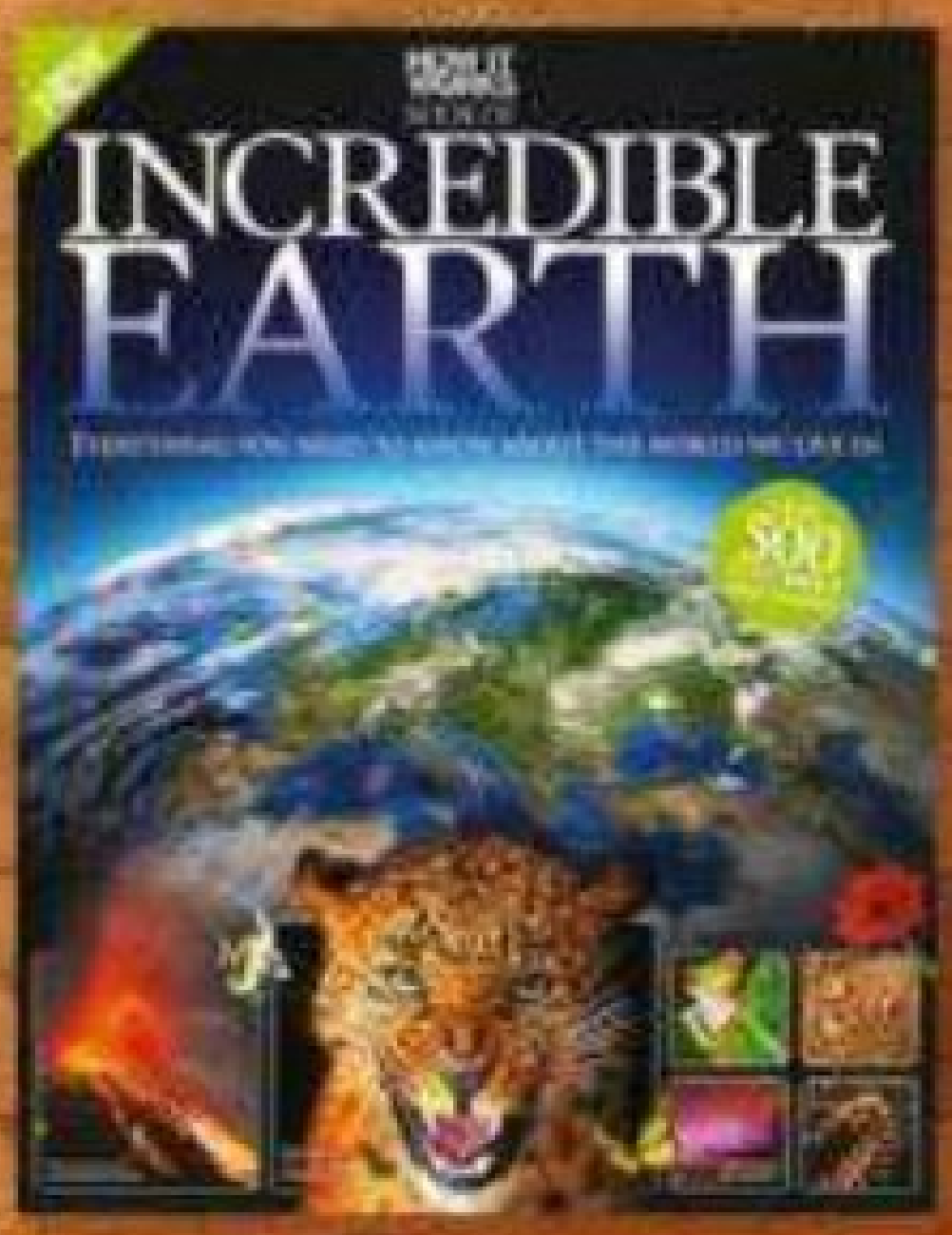
www.myfavouritemagazines.co.uk

Or get it from selected supermarkets & newsagents



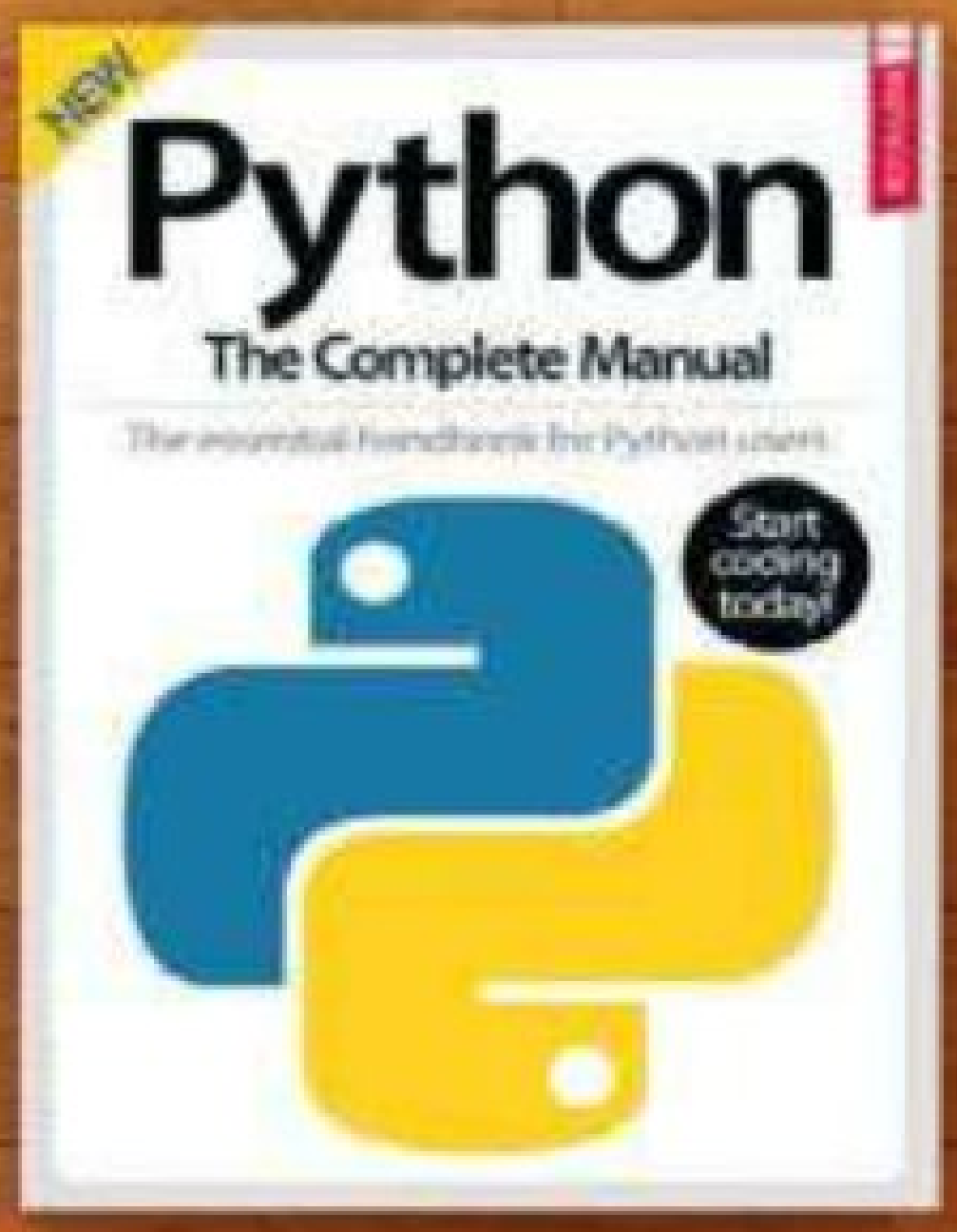
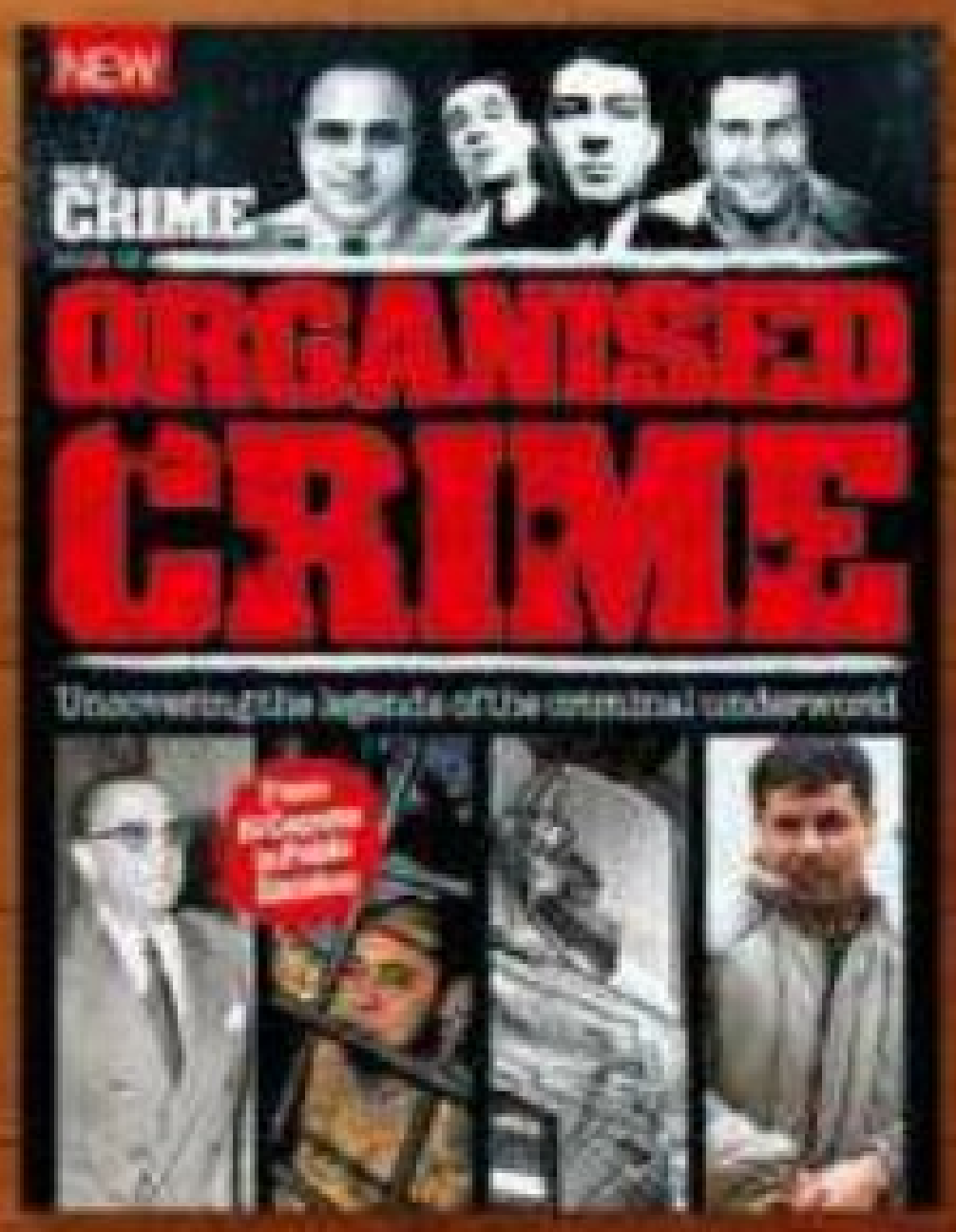




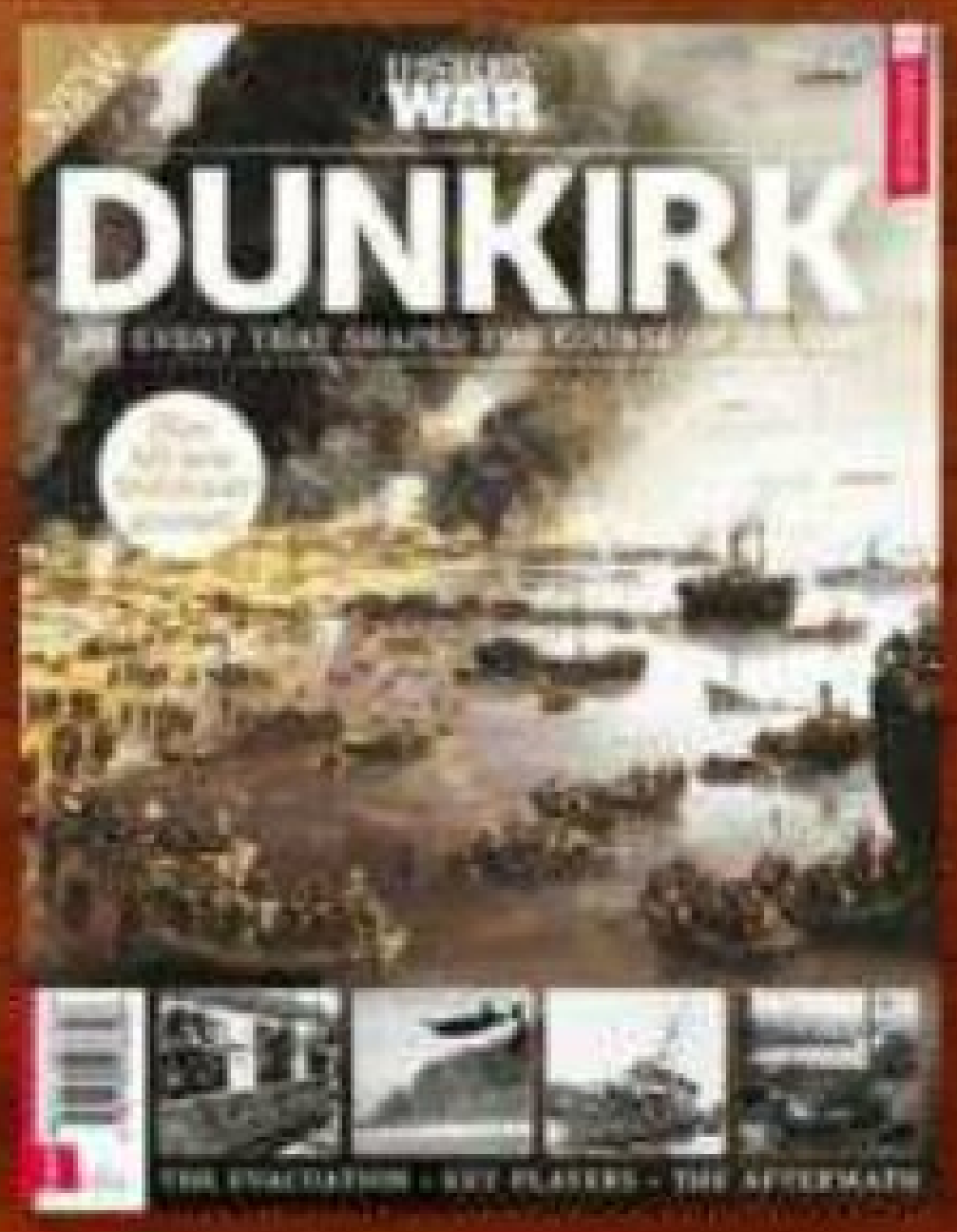
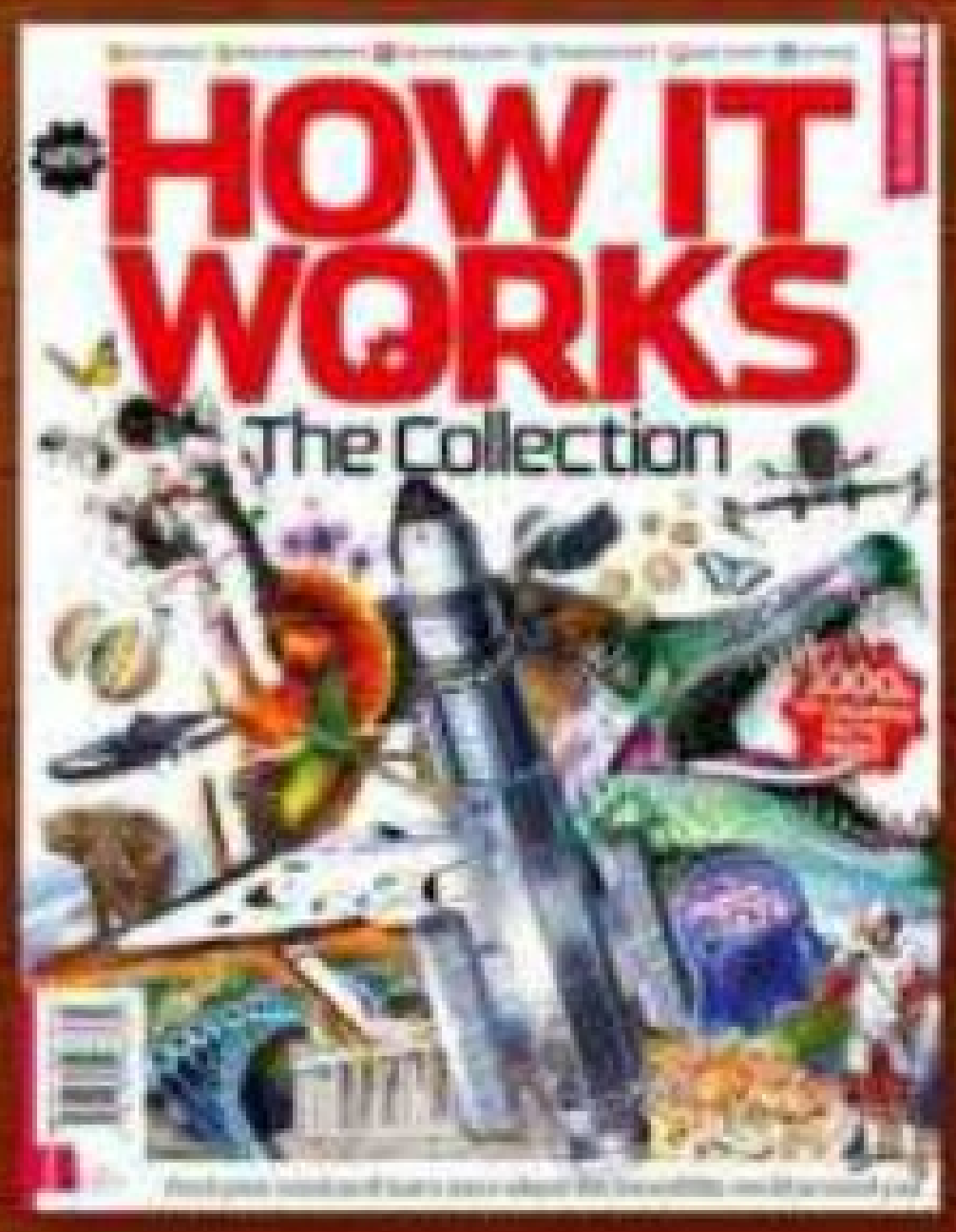


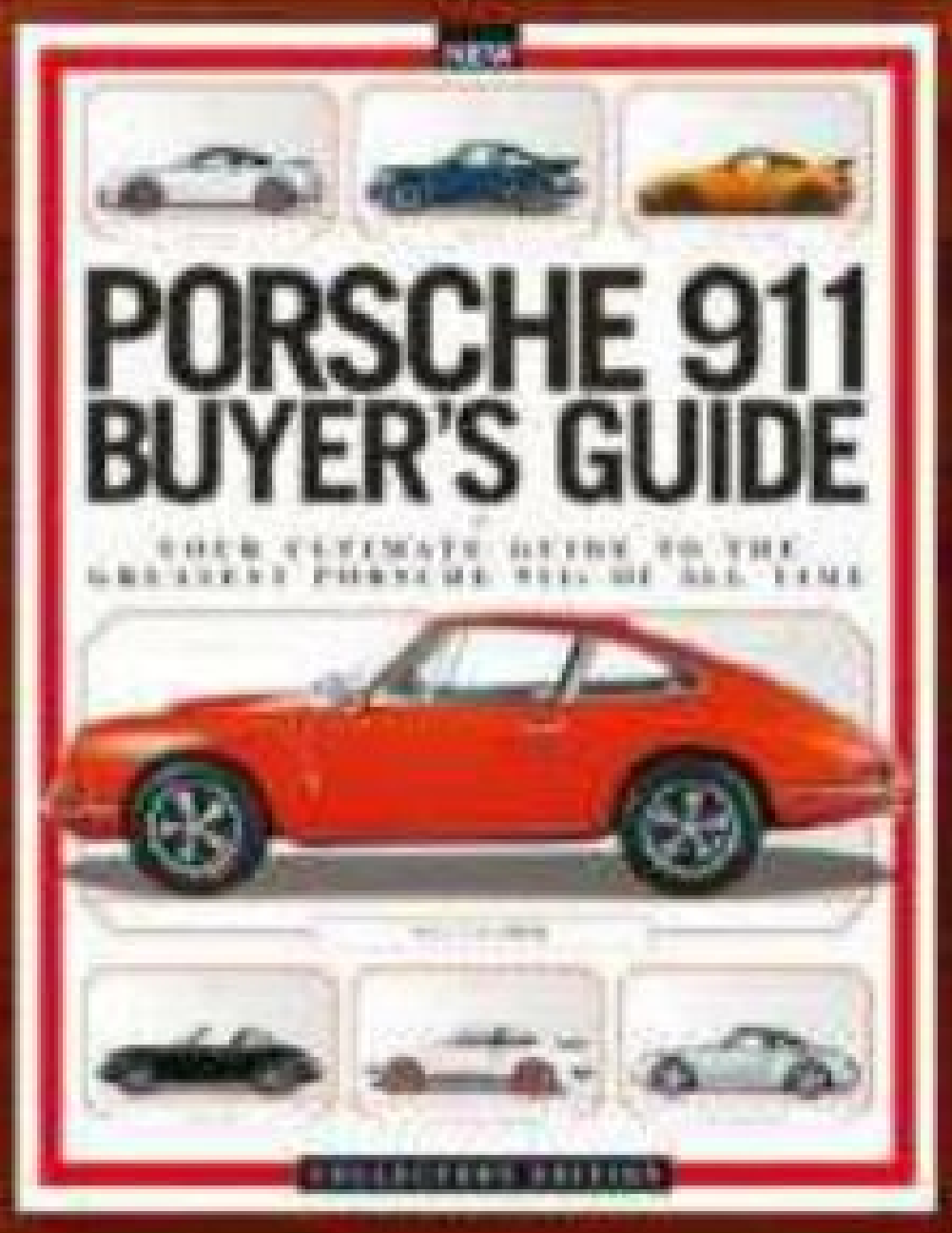


Discover another of our great bookazines

From science and history to technology and crafts, there are dozens of Future bookazines to suit all tastes



✓ Get great savings when you buy direct from us

✓ 1000s of great titles, many not available anywhere else

✓ World-wide delivery and super-safe ordering

Future

www.myfavouritemagazines.co.uk

Magazines, back issues & bookazines.

BACK ISSUES STOREMAGS.COM

ALIENWARE™

ALIENWARE
ALIENWARE

GEAR UP. THROW DOWN.

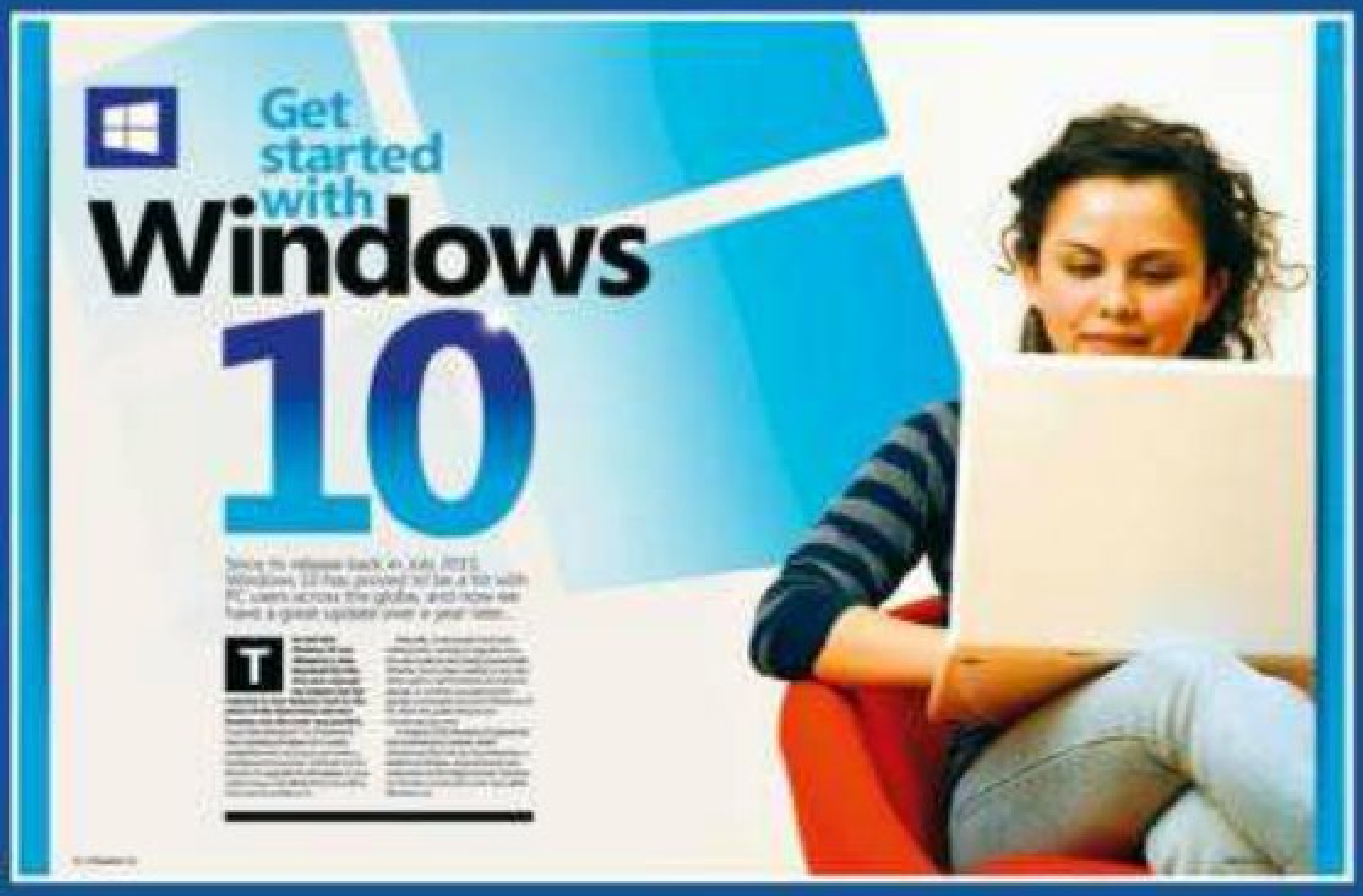
The takeover is complete. New Alienware monitors, keyboards and mice will elevate your game with imposing style, precise form and accurate function.

GO ALL IN AT ALIENWARE.COM/GEARSHOP

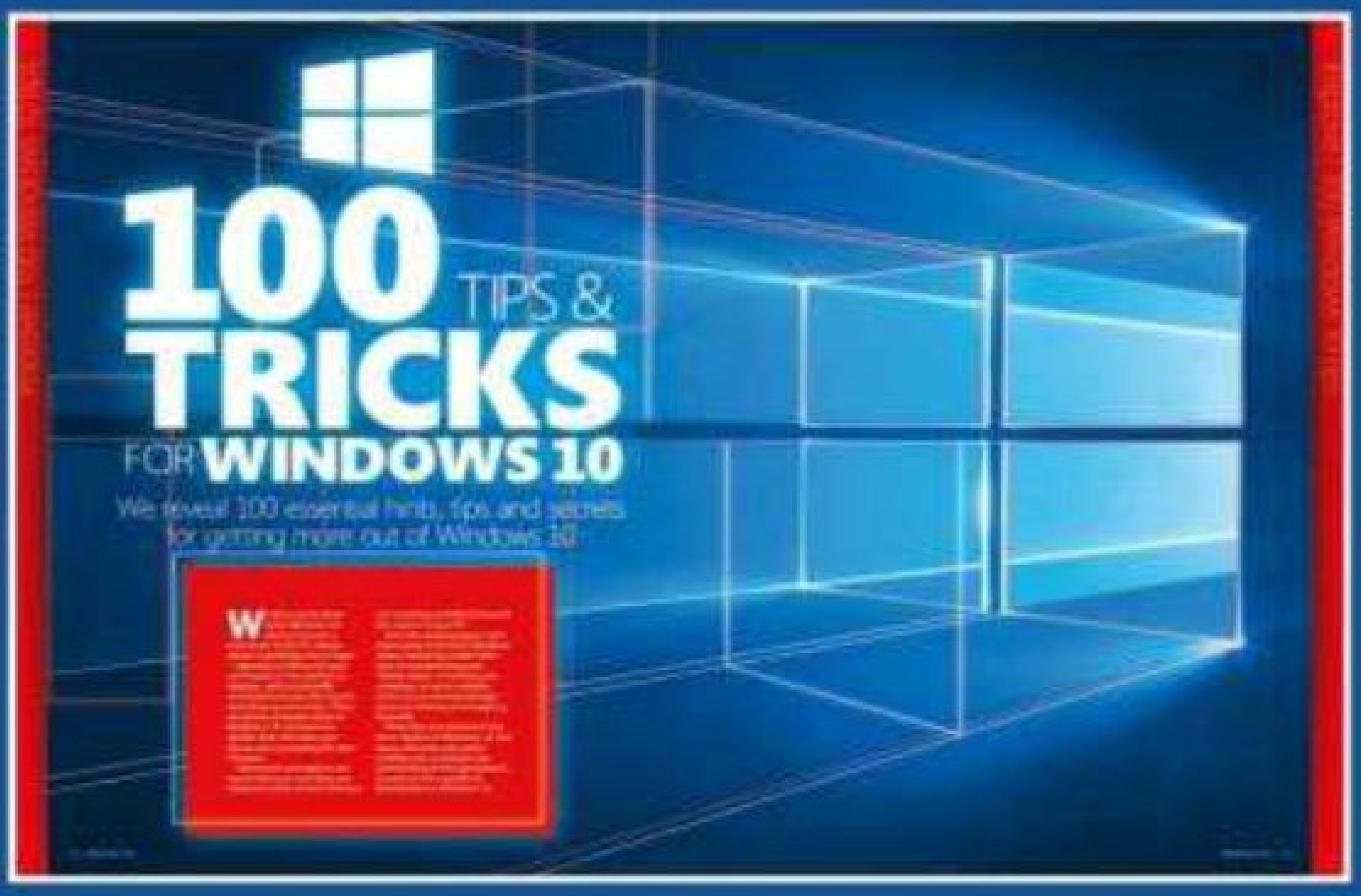
Copyright © 2017 Dell Inc. or its subsidiaries. All Rights Reserved. Dell, EMC, Dell EMC and other trademarks are trademarks of Dell Inc. or its subsidiaries. Other trademarks may be trademarks of their respective owners.

WINDOWS 10
POWER TIPS

KILLER TRICKS TO HELP YOU
MAXIMIZE YOUR PC'S PERFORMANCE


Get started with Windows 10

GET STARTED Find your way around the latest updates


100 TIPS & TRICKS FOR WINDOWS 10
We reveal 100 essential hints, tips and secrets for getting more out of Windows 10

IMPROVE Master Windows with 100 of the very best tips & tricks

MAKE A WINDOWS 10 MEDIA SERVER

ADVANCED TWEAKS Uncover the true power of your Windows 10 PC

Get the best from the Windows 10 Lock screen

CUSTOMIZE Personalize your Windows 10 experience

☑ **CORE TOOLS** Master the Windows 10 desktop
☑ **IMPROVE** Do more with the best-ever Windows
☑ **SOLUTIONS** Easily solve niggling Windows issues

Future
BOOKAZINE

9001
0000